

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

**Minutes**

Board Members Present:

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

Staff Present: Mike Dittenber

Members Absent: Patricia Benedict

Guest:

Location: Acapulco Restaurant

In Order of business:

1. Roll call and call to order

Estella called the meeting to order at 12:05pm

2. Review of February Minutes

Estella asked if everyone got a copy of the minutes. Mike indicated that there should be two sets of minutes, one from the regular meeting and one from the special meeting that was held to put in place the new bylaws. Estella asked if there was a motion to approve the minutes that were from the February 3<sup>rd</sup> meeting. Sid made a motion, seconded by Dana and unanimously approved by those present at 12:06pm.

Estella wanted to make a correction on the special meeting minutes that was called for to work on the By-Laws. The change reflected Estella's comment about the proposed "bylaws" rather than the proposed "minutes." Estella asked if there was a motion on the special meeting minutes. Dana made a motion, seconded by Estella and unanimously approved by Board.

3. Financial Report

Mike stated that Ayde was absent due to her getting the year-end information ready for the auditors. Mike informed the Board that the audit was completed from last year and met the dead line to complete the audit under the Federal regulations. The audit was never scheduled for review. Mike reported to the Board on the new budget for The Housing Authority's 2009 budget and the financials for January. Mike reported that some of the areas CHA is over on are maintenance and repairs supplies and he will keep an eye on that situation. The other operating expenses are capital improvements which

are expenses that we have to put somewhere, but don't know right now where to code them.

Mike informed the Board that CHA spent \$6,083.00 more than anticipated for the month of January. Mike reiterated to the Board CHA is always operating in the positive and never on a line of credit.

Estella asked why CHA went over on Health Insurance, Retirement; and Workers Comp. Mike explained to the Board that CHA is required to submit the Housing Authority budget to Rural Development by October, so in November when our new policy went into effect it was higher than CHA had anticipated.

Estella asked if anyone had any questions on the financials. Motion was made by Jim, and seconded by Dana. The Board unanimously approved the financial report at 12:20pm.

#### 4. Director's Report

Mike read the statement pertaining to the by laws for the Housing Authority being created in 1946. The Board of Directors who in Authority to secession granted by Idaho code hereby adopt and implement the by laws dated February 13, 2009. Caldwell Housing Authority is titled under the Secretary of State office as a non-profit organization and a corporation. Mike briefly read through the by laws to the Board that states the Housing Authority is allowed to function by which it was created.

Mike suggested that the Board meet quarterly at Farmway Village so everyone can see the improvements and witness first-hand management efforts to improve the conditions at CHA.

Mike informed the Board that he had met with the City of Caldwell to discuss some possibilities for developing housing in downtown Caldwell. Initially the City indicated they would like to see the upstairs of the Studentberg buildings developed into housing. Mike stated that his experience working with Idaho Housing and Financing Association is that it probably won't happen with a structure that old. When you start considering property that is that old, you encounter environmental limitations and structural engineering limitations. With public housing, you must have a certain percentage of the new units be handicap accessible and adaptable. With buildings that old, meeting the handicap accessibility requirements is difficult. Mike stated that Neighborhood Stabilization Funds are available, and is considering the CHA role in accessing those funds.

Mike directed the Board to look at a report that shows a break down of Mike's hours and informed the Board that he had been working with Attorney's Michael Moore and Martin Hendricks of Moore Baskin & Alia to defend Idaho Housing against the law suit. During the month of February Mike logged in 49 hours with Moore Baskin & Alia's. Mike took a detailed accounting of his time with Moore Baskin & Alia with regards to the lawsuit.

Some of those hours were spent during CHA working hours. Idaho Housing's Insurance Company has now agreed to pay Mike as a technical witness and expert witness. They have agreed to make two checks, one check payable to the CHA for Mike's time away from work and one for Mike's hours working. Mike assured the Board that he worked more than a full week at CHA besides working on the law suit.

Mike informed the Board that United Way of Treasure Valley is going to bring out a 120 volunteers out to CHA March 27<sup>th</sup> & 28<sup>th</sup> and invited the Board to come join in the activities that will be going on at Farmway Village.

Mike talked about the on going disagreement between CHA and the Caldwell Rural Fire District. Mike explained he asked them to send him a copy of the contract and all they sent him was something written sometime in 1996. If you look at Idaho Code it says all Housing Authority's are exempt from all taxes. Caldwell Rural Fire District is saying that they can charge CHA tax because CHA is outside the District, so now it's an argument of which state law applies. Jim suggested CHA let the attorney's work through this issue and ask Mr. Kerrick to give CHA the odds of winning a law suit.

Mike spoke of the legal law enforcement issues that the Sheriff's office has recommended for CHA do that would make it possible to identify vehicles that belong at the Caldwell Housing Authority.

Mike stated that Idaho Legal Aide is now aggressively defending against non-payment evictions. Mike explained the process CHA uses for the 3-day pay or quit process. Estella asked what CHA does about people who lose their job and cannot pay rent. Mike said he will give people an opportunity to pay rent late if they immediately report their loss of income to the office, but does not let people live at CHA for free. Andy commented that it's the tenant's responsibility to inform the landlord when their work status as changed, and NHA also takes a strict stance on rent payment.

Mike informed the Board that he had received a phone call from a narcotics undercover officer who said they had purchased drugs from one of our tenants at Farmway Village and it just happened to be the one that lost an eviction case a couple months ago.

Mike told the Board many tenants are having difficulty paying rent. CHA still has a steady stream of applications and most of the people that come and apply that are approved want a voucher to go live downtown Caldwell. It's Mike's desire to work with the City of Caldwell to find some alternative locations for downtown housing.

Mike told the Board that steps have been taken to open the store March 23<sup>rd</sup> and have hired a new employee and may need to hire a temp for the weekends.

Mike stated the Community Center has become over crowded and will start addressing that issue. Estella wanted to make sure the Community Center is primarily reserved for the tenants of the housing authority.

Mike is requesting from RD to proceed with converting two more units and anticipates approval this week and also requesting funds from IHFA to study the feasibility of downtown of predevelopment fund.

After some discussion, the Board decided Patricia should act as the interim Treasurer until the annual meeting in June.

**Resolution: That Patricia Benedict should serve as the interim Treasurer of the Caldwell Housing Authority.**

**Motion: Andy**

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

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

**Neys: NONE**

Estella asked if she had a motion to adjourn. Motion by Andy;

5. Adjourn at 1:40pm