

**Caldwell Housing Authority**  
**March 1, 2011 Regular Meeting**  
**Minutes**

Board Members Present:

Dana Schuck, Patricia Benedict, Phares Book, Jim Blacker, Sid Freeman

Absent: Estella Zamora

Staff Present: Mike Dittenber, Cheri Hess, Brenda Boles

Location: Golden Palace

In Order of business:

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

Dana called the meeting to order at 12:05

**2. Review of the February minutes**

Dana asked everyone to look over the minutes from February. There were no corrections and Patricia moved to approve the minutes as submitted. Phares seconded the motion and the minutes were approved.

**3. Treasurer / Financial Report**

Patricia reported on the January financials. Mike reported on the budget report Cheri put together. Sid asked about labor force. Mike hired a new employee to clean and paint apartments. The individual starts March 2.

The financial report was approved with Sid moving for approval, Dana seconding the motion and all in favor.

**4. Director's Report**

Mike gave a report from on the Personnel Policy committee. The committee got through 7 pages of the document in their first meeting(s), so it is apparent it will take a series of meetings as with the review of the management plan. Mike will contact those on the committee for dates. Sid asked questions about reviewing the old policy manual and Mike explained that because the prior manual was not relevant, he started new with model policies from Cornell University and US Office on Personnel management.

Mike stated that he is having more and more groups and individuals approach him about providing services at CHA. He has more people than space for them. He would like to take some of the current storage units that are unused and convert them into office space to lease to various other agencies. Patricia expressed that more office space meant potentially more income for the Housing Authority.

Mike said that as long as the remodel is done within the confines of the existing building with no changes to electrical, etc, and no change to the exterior or building footprint,

there was no additional permitting necessary. He will seek help to maintain the structural integrity of the building.

**Because of the location recording equipment and the acoustics the recording is almost entirely inaudible from this point forward.**

## **5. New Business**

Mike was contacted by the Farmer's Co-op Canal District with regard to CHA's wastewater discharge. Mike said discussions may have taken place 12 years ago between CHA and the Co-op, but nothing existed to suggest there was ever a resolution. The Co-op would like CHA to stop discharging into the canal as soon as possible; by year's end preferably. Mike explained it may take several years to resolve the discharge issue, but the ultimate goal would be to do something different with wastewater, entirely. Mike indicated CHA is legally discharging into the Co-op canal and is operating under a NPDES permit by the EPA. Patricia suggested Mike check with the Recorder's office to see if there was any agreement recorded between CHA and the Co-op.

Jim suggested Mike send a letter to Rural Development stating they should take the lead in resolving this issue. Mike said CHA, and the previous owners (Chamber of Commerce and USDA) of Farmway Village has been discharging into the Co-op canal since 1939. Jim said the letter should state the CHA has no means to correct this problem and therefore cannot fix the problem.

Sid explained that the Department of Homeland Security is (or will be) responsible for food safety in America; and understood why the Co-op would want the discharge removed from their canal.

Mike said the only thing hanging in the balance was the EPA renewal permit. He indicated the renewal may be so stringent that CHA cannot continue to operate under the current conditions; or that a permit may not even be issued. The Board collectively agreed that Mike should send a letter as Jim indicated.

## **6. Old Business**

Mike said there were necessary changes to the Caldwell Housing Corporation bylaws in order to receive federal funding. However, he indicated this issue could be taken up at a later meeting.

## **7. Executive Session**

The board adjourned to executive session to discuss personnel matters pursuant to Idaho Code.

## **8. Actions subsequent to Executive Session**

No decisions followed.

## **9. Adjournment**

The meeting was adjourned at 1:30pm