

**Caldwell Housing Authority  
November 20, 2012 Regular Meeting  
Minutes**

**Board Members Present:** Patricia Benedict, Estella Zamora, Phares Book and Jim Blacker  
**Staff Members Present:** Mike Dittenber, Cheri Hess and Ruben Buenrostro  
**Board Members Absent:** Sid Freeman

**In Order of Business:**

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

Patricia Benedict called the meeting to order at **12:09 p.m.**

**2. Review of the October Minutes:**

After review of the October Minutes, Estella Zamora made the motion to approve the October minutes; seconded by Estella; unanimously passed by the Board at **12:11 p.m.**

**3. Treasurer Financial Report:**

Cheri presented the financial report to the Board. CHA is under budget and on target for 2012. Rural Development only approved 15% rent increase so it will cause about \$30,000 shortfall for the 2013 budget. After the financial report was presented Phares moved to approve the financial report; seconded by Beronica; and unanimously approved by the Board **12:20 p.m.**

**4. Administrative Report:**

Mike provided a brief update to the Board on a few items in the Director's Report.

**5. New business:**

**Resolution 1: Review and approve the Memorandum of understanding between the City of Caldwell and Caldwell Housing Authority.**

Mike presented the Board with a complete copy of the contract with the City of Caldwell and answered questions by the Board. He then notified the Board about the special meeting taking place Monday November 26 at 6:00 p.m. where he will give a in depth presentation about the proposed water project to the Mayor and City Council.

**Resolution 2: Review and approve the Memorandum of understanding between the Notus Parma Highway District and Caldwell Housing Authority.**

Mike presented the board with a copy the contract with the Notus Parma Highway District and presented the board with an overview of the contract and then opened it up to the board as to any questions or concerns with the contract. Mike informed the board of the meeting with Notus Parma district and gave a brief overview of how well the meeting went.

**Resolution 3: Authorize the Caldwell Housing Authority to enter into contract with Pharmer Engineering for the new sewer line.**

Mike provided the board with a copy of the letter sent to him on November 9, 2012 from Pharmer Engineering about its proposal for services to put in new sewer line to connect Farmway Village with the city of Caldwell.

**Resolution 4: Authorize the Caldwell Housing Authority to enter into contract with Tim Rambo for property in exchange for capacity and project reimbursement pursuant to City Code.**

Estella moved to approve resolutions 1,2 and 3; Phares seconded the motion; and it was unanimously approved by the Board **1:20 p.m.** The Board moved to table the Resolution 4.

**6. Old Business:**

Mike presented the Board with the Board Meetings schedule for 2013. He explained the time and place of the 2013 meetings and told everyone he would send out reminders.

**7. Adjournment:**

Meeting was adjourned at **1:40 p.m.**

**Certified:**

  
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**President, Board of Directors**



  
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**Executive Director**