

**Caldwell Housing Authority**  
**September 7, 2010 Regular Meeting**  
**Minutes**

Board Members Present:

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

Staff Present: Mike Dittenber, Cheri Hess, Brenda Boles

Guests: Jared Zwygart; 4-H Representatives

Location: Acapulco Restaurant

In Order of business:

1. Roll call and call to order

Dana called the meeting to order at 12:07pm and turned the floor over to Jared Zwygart for presentation of the 2009 Financial Audit.

2. Guest Presentations- Presentation of the 2009 Audit

Jared discussed the audit and entertained questions. He discussed the shortfall at the store and balance in operating funds. Sid asked about vacancy rates last year and how they might have impacted the balance. Mike indicated an average vacancy rate last year of around 10-11%. Jared spoke to the asset valuations and depreciation. The CRA from 1995 were discussed. Jared indicated that with the change in the Financial Officer position the software upgrade seems to be more utilized to its fullest. Estella asked Jared for his opinion as to the best course with regard to the waiver from IHFA. Jared stated that he has no recommendation.

Patricia made a motion to accept the audit and Sid seconded the motion. The board voted to accept the 2009 Audit at 12:25.

- 2a. Guest Presentations-Presentation by 4H

Liliana and Marisol from University of Idaho Extension office came to discuss the 4H projects at CHA over the summer. Liliana indicated they did a summer program and felt it was pretty successful. They planned for 30 children and served well over that number and provided 3 different types of classes; Robotics, Cultural Arts and Carpentry. Arts was the most popular class and served kids k-12. There ended up being 110 kids involved over the summer and they were very happy with the involvement. Photographs were presented of the activities during the summer. Next week they begin their after school programs from 4:30-6:30. Right now they only have 11 registered, but hope to have at least 30 by the beginning of the sessions. Part of the programming is that parents have to volunteer at least 10 hrs of time with the 4H and that may be why numbers are

low right now. Because of grant guidelines the afterschool program will not be a drop in program, but consistent attendance will be mandatory. They are working to educate parents on the commitment. The afterschool program runs Tues-Friday. Estella inquired as to the age of the oldest participants. Marisol indicated there were 16-17 year olds but not very many, maybe 5. Sid inquired the source of the grant, and it was explained that the grant is a five year USDA grant. Jim asked how the program managers would rate the programs over the summer. They indicated it was their favorite program because they targeted youth at risk and the onsite program is ideal. Liliana complimented staff and Mike as director for their cooperation and facilitating the positive program experience. Part of the grant requirement is to engage the community, so some of the projects kids worked on in the program were held and displayed at an exhibit where parents were invited to come and see what their kids had been working on. In October they have another community event called "Lights Out After School" and it's part of a National movement to provide afterschool programs. Rick commented that he appreciated the efforts of 4H and looks forward to more work at CHA. Rick indicated he will work with Caldwell School District to improve cooperation with 4H. Estella asked if funds could be obtained from other sources. Liliana indicated they could and will be contacting Estella regarding funds that may be available through other avenues. Presentation was advisory and no action was required. The time was 12:45

### 3. Review of July Minutes

Dana asked if there were any corrections to the minutes. After discussion several corrections were made. Patricia moved to accept the minutes as corrected and Rick seconded the motion. The board voted unanimously to approve the minutes at 12:50

### 4. Treasurer / Financial Report

Patricia gave the financial report for the month of July. She noted areas wherein income exceeded the budget as well as O&M expenses that were over budget, likely due to peak summer use. Patricia stated that the Idaho State Treasurer sends emails with monthly statements and there are three funds they journal for CHA. There is not a lot of activity on the accounts with the exception of interest because most of the reserves are done outside of that at the bank. If the three LGIP accounts are added together the total is \$332k. No decision has been made about moving the money to a money market fund, although there is ongoing discussion. Patricia explained the difference between a deposit account and actually taking the money and putting it in the market. Patricia, Rick Fried with Syringa and Cheri Hess will meet and discuss the best option for CHA. Rick moved to approve the Treasurer's report and Sid offered a second. The board voted unanimously to approve the report at 1:00pm.

### 5. Committee Reports -Budget Committee and Discussion of 2011 Budget

Mike reported on the proposed Budget for 2011. Dana, Patricia, Cheri and Mike have met at least two times to formulate the budget. The proposal is to keep rents the same with no increase next year. Tenant charges are decreased because although there are

repairs people are taking better care of facilities. Income received is down .4%. The proposed budget accounts for 64K transfer from reserves next year, while transfer to reserves is 84k. Mike went through detail of the O&M budget. Estella questioned what was being done with regard to fencing. Mike responded that most of the fencing costs come out of the capital budget, but there is money in case the capital budget is exceeded. Estella also asked about snow removal and Mike indicated because staff performs the removal there is no money specifically allocated to it. Estella asked about the increase in funding for roofing and what was anticipated in that regard. Mike responded that those apartments on the perimeter take the most wind damage to roofs. The roofs are about a 10yr shingle and are going on 18yrs now. He would like to look at a more durable architectural shingle that will last 30yrs. Lifetime steel roofing was bid at 30k per 4-plex or a million dollars to redo all of the roofs at the housing authority. Just to replace the shingles came in at 350k to have an outside roofer do the work.

Rick asked about items like pump replacement and where those items were budgeted. Mike indicated he capitalized those expenditures under the reserve budget. Rick also stated that it is his understanding from an initial review that salaries at CHA are a little bit lower than the market. He said the longer that goes on the harder it is to catch up. As time goes on it gets tougher to close the gap. He feels it is in the long term best interest to try to close that gap if they can. He indicated that the dollars for salaries may have to come from cutting some projects. Rick then was excused as he had to leave the meeting early.

Dana stated that salaries will be taken up at a later meeting. Mike indicated that any further salary discussions will happen within the context of the approved budget.

There followed a discussion about the flexible spending account and health insurance.

Estella asked that air fresheners be cut from the budget due to her allergies and inability to attend events at the housing authority.

Patricia moved that the proposed budget be approved. Estella seconded and Sid asked for additional discussion related to the store budget. Mike stated that the store does not pay its way if you look at only the dollar figures. However the intrinsic value of the store in the community as it relates to keeping apartments leased up has to be looked at. Estella suggested either shutting the store in the winter or cutting back hours. Jim stated some of the amenities just go to making it a better community. The store issue will be discussed next month.

The budget was approved at 1:30. Estella asked that the auditor's report be given a month before the budget presentation.

Mike stated that there needs to be another meeting to discuss salaries that are about 40% behind, and insurance benefits that are also behind. Times of day were discussed and days of the week were discussed. It was agreed that scheduling a week or two out would be best with some proxy voting by email available if necessary.

6. Administrative Reports- Director's Report

Dana indicated that he asked Mike for additional detail on his report so the board can see what's going on. There were no questions.

7. Old Business

DEQ has extended \$35k of \$70k to do the comprehensive needs analysis. Rick will review the documents and Dana will work with Mike.

The Management plan has been forwarded and Mike believes they are on page 14 of 22. There are 8 more pages remaining. The requested changes have been made. The management plan needs to be approved by the entire board and Mike asked if they could continue with a subcommittee and meet in the evenings.

8. Adjourn

Patricia moved to adjourn the meeting and Sid seconded. The meeting was adjourned at 1:50pm