

**Caldwell Housing Authority
December 1, 2009 Regular Meeting
Minutes**

Board Members Present:

Estella Zamora, Dana Schuck, Patricia Benedict, Jim Blacker

Board Members Absent: Andy Rodriguez, Sid Freeman

Staff Present: Mike Dittenber, Ayde Cortina, Brenda Boles

Guests: None

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 November Minutes

Estella asked if everyone had a chance to review the minutes. Everyone responded in the affirmative. After some discussion Dana made a motion to approve the minutes as corrected, seconded by Sid and approved by the Board.

3. Treasurer / Financial Report

Patricia provided the Board with a report on the finances of the Housing Authority. After reviewing the information, she thanked the Housing Authority for again making extra payments to the reserve account during the month of October, but cautioned CHA not "over pay" the reserve account and run short on operating expenses. Estella also thanked the Housing Authority for making an extra reserve payment.

Motion to accept the financials was made by Jim, seconded by Dana, and unanimously approved by those present at 12:15pm.

4. Guest Comments: None

5. Committee Reports:

Estella asked if there was a report by the Water/Wastewater Committee. Mike indicated that the engineer was working on a report, but because of scheduling conflicts, could not meet with the Committee to discuss recommendations. Estella asked if the engineer could meet with the Board sometime in the future to review is recommendations. Patricia also wanted to know if engineering services will be sent out to bid. Mike indicated

engineering services would be sent out to bid, but after Pharmer Engineering had completed the current work to avoid redundant costs incurred by a new engineer.

6. Administrative reports

Estella asked if everyone had a chance to review the Director's Report and asked Mike to briefly review his report.

Mike indicated the maintenance staff was putting more insulation in some of the units. Mike reminded the Board that many of the apartments were given extra insulation this time last year, and the CHA would schedule blocks of apartments for re-insulation every year until such time all apartment have adequate insulation.

Mike indicated "caution" stickers made to place on the front of every stove warning of the "shocking" hazards associated with cleaning your oven while it was plugged in. He indicated there were no further complaints or discussions from the tenant who was shocked by the stove and that CHA's attorney and insurance agent has provided guidance to the situation.

Mike explained the efforts by CHA to remove dangerous trees as soon as their condition is brought to management's attention. 5 Trees needed removed in October because of damages caused by the severe winds.

7. Old Business

Mike explained that after the first failed attempt to hire a financial officer, he believes he has found a qualified applicant whose salary demands will complement CHA's delicate budget. Estella said the new Financial Officer should write a procedural manual while being trained.

8. New Business

Mike reviewed the survey results with the Board. He explained that an intern from BSU completed the survey; CHA staff translated the survey; and a volunteer went door-to-door to every apartment to get the survey results. The survey indicated CHA was a better place to live than a few years ago and that more organized recreational activities were needed.

Mike informed the Board that a new Board Member would be needed for next year. Estella said filling the vacant Board position was not urgent and could wait if necessary. Jim also said filling the position was important, but because the current Board is involved and engaged, it was likely not a necessary to fill the vacancy immediately.

9. Executive Session entered—1:45pm exited—1:55pm

10. Actions Subsequent to Executive Session: NONE

11. Adjourned 1:55pm.