

**Caldwell Housing Authority
April 2020
At Caldwell Housing Authority
Via ZOOM**

Board Members Present: Arnoldo Hernandez, Adam Garcia, Estella Zamora, Jim Porter, Patricia Benedict, Van Beechler, and Jarom Wagoner.

Board Members Absent: Sid Freeman.

Staff Members Present: Mike Dittenber, Marisela Pesina, and Cecilia Flores

In Order of Business

1. Roll call and call to order:

Arnoldo Hernandez called the meeting to order at **12:32 p.m.**

2. Agenda Approval

Jim Porter made a motion to accept the agenda as presented, seconded by Adam Garcia and approved by the Board at **12:33 p.m.**

3. Meeting Minutes

Estella Zamora made a motion to approve the February meeting minutes, seconded by Jim Porter and approved by the Board at **12:35 p.m.**

4. Mini-Truck Purchase

Mike spoke with the Board about purchasing a mini-truck from one of its employees who had it for sale at a substantially reduced cost. CHA budgeted \$5,000 in the budget to replace the truck but had an opportunity to purchase it for \$2,500. Patricia Benedict made a motion to allow the housing authority to purchase the mini-truck, seconded by Van Beechler, and approved by the Board at **12:40 p.m.**

5. RV Park Update

Mike provided the Board an update on the RV park development. He indicated the engineer made a preliminary sketch that (if approved) would add 200 RV spaces to CHA's rental inventory.

6. Downtown Redevelopment

Mike provided the Board an update on the Creekside development. He explained how several meetings with the city have resulted in some headway and that everyone was optimistic about the project.

7. COVID Response

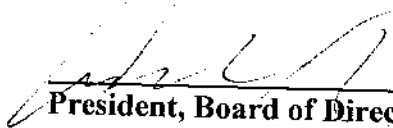
Mike provided the Board an update on Farmway's efforts to address the coronavirus pandemic. He spent several minutes outlining policy changes, disinfection practices, and social distancing encouragements. Following Mike's comments, Board President Arnaldo Hernandez took a few minutes to share what he has learned during the stay-at-home order, i.e. improved cooking skills, hair cutting skills, and reuniting with family. He said he enjoys the slower pace and the ability to work from home. Van Beechler agreed the slower pace was welcoming and how streamlined communication was a new part life. Marisela Pesina said it caused her to reach out and communicate more with her family. Mike said the slower pace has allowed CHA maintenance staff to catch up on lower priority tasks.

8. Financial Report

Mike provided the financial report for the month of March 2020. He explained the housing authority was in good financial shape and deposit into CHA accounts were up by 20% since the first of the year. He also explained that he made some additional deposit to CHA's long-term savings accounts. Patricia Benedict noticed that CHA's debt service was not reported in the monthly expenses and wanted to see it reported in the future. Patricia Benedict also enquired about the missing \$11,446 that had been reported to the Board. Mike indicated money was never stolen or embezzled from CHA, but rather rent payments processed by the former financial officer were accidentally shredded before being electronically deposited into the bank. He also explained that CHA could (realistically) only recover about \$3,500 of the lost rent. Estella Zamora indicated the desire to have different financial processes. No further comments or actions were taken. Patricia Benedict made a motion to approve the March financials, indication for the record, debt service was not reported, seconded by Estella Zamora and approved by the Board at **1:28 p.m.**

9. Adjourned at 1:30 p.m.

Certified: 7



President, Board of Directors



Executive Director

