

Caldwell Housing Authority
April 28, 2023
CHA Community Center and via ZOOM

Board Members Present: Arnolito Hernandez, Estella Zamora, Side Freeman, Patricia Benedict, and Robert Acosta.

Board Members Absent: Jim Porter, Adam Garcia, and Brad Doty

Staff Members Present: Mike Dittenber, Teresa Sanchez, Marisela Melchor, Edwin Lara, and Rosario Soto

In Order of Business

1. Roll call and call to order:

Arnold called the meeting to order at **12:05 p.m.**

2. Agenda Approval

Estella Zamora made a motion to accept the agenda as presented, seconded by Patricia Benedict, and approved by the Board at **12:10 p.m.**

3. Approval of the February 2023 Meeting Minutes

Estella Zamora made a motion to approve the February minutes, with corrections, seconded by Sid Freeman, and approved by the Board at **12:12 p.m.**

4. Master Plan

Angela Hansen from Cushing Terrell presented the Farmway Village Master Plan. She presented the plan and answered questions. After an hour of discussion, Mike asked the Board if they were willing to vote to formally accept the plan. Patricia Benedict suggested the Board take up the issue at a later meeting so Board Member review it more thoroughly before the next meeting. No action was taken.

5. October Rent Adjustment

Mike provided the Board with information about income and expenses and asked the Board to consider an October rent adjustment. He indicated adopting the 2022 fair market rent standards would be sufficient to replenish shrinking deposit over the next year. He also indicated rents at Farmway would still only be at 60% of the market or better. Arnolito Hernandez asked if there would be time to implement an October rent change if the Board addressed the issue in June. No action was taken.

6. Imposition of Utility Fees

Mike spoke of the need to impose a \$45.00/month utility fee for all tenants. Funds collected from the fees would be used for sewer, trash, water (when provided by the city), and for the installation of water meters. He explained how unfavorably DEQ viewed CHA because we give water away for free and that without metering devices at each unit, it is difficult collect accurate usage information. Mike suggested the utility fee in addition to the October rent adjustment

would cause rents to increase approximately \$100 per month. He agreed to bring back more specific information at a future meeting. No action was taken.

7. Financial Report

Rosario provided the Board with the Financial Report. Patricia Benedict noticed greater than normal losses and asked if there was a reason. Rosario explained there may be a few vacancies attributed to reduced deposits but was mainly driven by costs yet to be reimbursed by the city. Sid Freeman made a motion to accept the financial report, seconded by Patricia Benedict and approved by the Board at **2:10 p.m.**

8. Adjourn

Adjourned at **2:10 p.m.**

Certified:



President, Board of Directors





Executive Director