

Caldwell Housing Authority
August 28, 2020
CHA Community Center and via ZOOM

Board Members Present: Arnolito Hernandez, Adam Garcia, Estella Zamora, Patricia Benedict, Jim Porter and Jarom Wagoner

Board Members Absent: Sid Freeman and Van Beechler

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

In Order of Business

1. Roll call and call to order:

Arnold called the meeting to order at **12:10 p.m.**

2. Agenda Approval

Jim Porter made a motion to accept the agenda as presented by the director, seconded by Adam Garcia, and approved by the Board at **12:13 p.m.**

3. Meeting Minutes

Patricia Benedict made a motion to approve the July meeting minutes, seconded by Jim Porter, and approved by the Board at **12:15 p.m.**

4. Presentation of 2019 Audit and Financial Statement

Jordan Zwygart of Zwygart John and Associates presented to the 2019 annual audit to the Board of Directors. He summarized the audit by stating CHA had approximately \$80,000 in net profits and was compliant with the requirements of applicable federal programs. Jordan also pointed out two (2) findings, now corrected, regarding deposit reconciliation and asset identification in general ledger. After a couple questions about allowances for doubtful accounts, Patricia Benedict made a motion to accept the 2019 audit and financial statement, seconded by Adam Garcia and approved by the Board at **12:35 p.m.**

5. Capital Budget Discussion

Mike spoke about capital expenditures and the process for gaining approval of capital expenses post-separation from the federal government. Previously, UDSEA, Rural Development approved all capital expenses that were identified during a budget process that took place six (6) or seven (7) months before the actual budget year. Now, capital expenses should be brought directly to the Board for approval outside the budget preparation process. Mike presented the need for CHA to purchase a dump trailer, a skid steer, welding equipment, and an electronic reader board. After some After some discussion, Jim Porter make a motion to: 1) approve the purchase of a 30-

yard dumpster not to exceed \$20,000, 2) approve the purchase of a tracked skid-steer with necessary fittings for additional attachments not to exceed \$50,000, and 3) to approve welding equipment not to exceed \$10,000 and providing Board Member Sid Freeman was consulted on the purchases, seconded by Patricia benedict and approved by the Board at **1:08 p.m.**

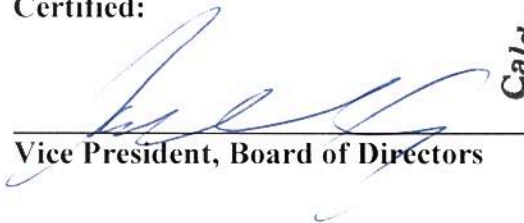
6. Financial Report

Mike provided the financial report for the month ending July and informed the Board net deposits increased by \$262,000 over the last 7 months and CHA was \$174,000 underspent. Mike informed the board about some of the changes going forward and how Cecilia Flores was stepping up doing a good job with the accounting function in the absence of a financial officer. Adam Garcia made a motion to approve the Financials, seconded by Jim Porter and approved by the Board at **1:18 p.m.**

Prior to the meeting ending, Arnold expressed his appreciation for CHA staff and admonished us to be safe.

7. Adjourned at 1:20 p.m.

Certified:



Vice President, Board of Directors





Executive Director