

**Caldwell Housing Authority  
December 16, 2013 Regular Meeting Minutes  
At Golden Palace**

**Members Present:** Phares Book, Patricia Benedict, Jim Blacker and Estella Zamora

**Members Absent:** Sid Freeman and Beronica Salazar

**Staff Members Present:** Mike Dittenber, Cheri and Ruben Buenrostro

**In Order of Business:**

**1. Roll call and call to order:**

Patricia Benedict called the meeting to order at **12:15 p.m.**

**2. Review of the Minutes:**

After reviewing the November minutes, Phares Book made the motion to approve the November minutes; seconded by Patricia Benedict and approved by the Board at **12:17 p.m.**

**3. Treasurer Financial Report:**

Cheri presented the financial report to the board for the month of November. Mike further explained CHA actual expenses through November and explained CHA was within budget. Phares Book made the motion to approve the November financial report, seconded by Estella Zamora and approved by the Board at **12:25 p.m.**

**4. New Business**

Mike discussed the 2014 annual budget and how Rural Development was defunding the CHA store. After explaining the importance of the store to this particular community, Mike and Rural Development came to an understanding that only \$25,000 would be used for store operations. The store will be able to sustain itself through the summer months and staff will consider other ideas and options for ongoing sustainability. Mike asked for the patience and flexibility of the Board to do what was necessary to keep the store open. He asked for the same trust and confidence the Board gives him to manage the other operations of the Housing Authority.

**5. Directors Report**

**Waste Water Project**—Mike informed the board the wastewater project is moving along and that the project was ready to be sent out to bid. CHA will be boring under the ditch and canal for this project. CHA has also entered into an agreement with Harris Mink Family Inc. to rent a ¼ acre to set up a dig site for this project.

**COLA**—Finally, Mike asked the Board to consider a 1.5% one-time COLA payment to those employees who did not receive a raise this year. Estella Zamora made the motion to approve the

1 ½ percent onetime COLA payment; seconded by Phares Book and approved by the Board at 12:25 p.m.

**6. Adjournment:**

Meeting adjourned at 1:11 p.m.

**Certified:**



President, Board of Directors

Caldwell Housing Authority

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Caldwell, Idaho



Executive Director