

**Caldwell Housing Authority**  
**December 4, 2020**  
**CHA Community Center and via ZOOM**

**Board Members Present:** Arnolando Hernandez, Jim Porter, Patricia Benedict, Sid Freeman (via Zoom), and Estella Zamora (via ZOOM)

**Board Members Absent:** Adam Garcia, Van Beechler, and Jarom Wagoner

**Staff Members Present:** Mike Dittenber

### **In Order of Business**

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

Arnold called the meeting to order at **12:07 p.m.**

#### **2. Agenda Approval**

Patricia Benedict made a motion to accept the agenda as presented by the director, seconded by Jim Porter and approved by the Board at **12:08 p.m.**

#### **3. Meeting Minutes**

Jim Porter made a motion to approve the October meeting minutes, seconded by Patricia Benedict, and approved by the Board at **12:09 p.m.**

#### **4. 3<sup>rd</sup> Party Payroll Services**

Mike spoke to the Board about CHA's desire to transfer payroll service to a 3<sup>rd</sup> party provider, suggesting there was an easier way to do payroll with far less burden on the organization. Mike provided a brief explanation of the different services provided in the community. After some discussion, Jim Porter made a motion to transfer the payroll function to Zwygart John & Associates (providing they provide a non-conflict letter), seconded by Sid Freeman and approved by the Board at **12:39 p.m.**

#### **5. Development Update**

Mike provided a brief update of the downtown Creekside project and expressed disappointment that the city and URA was pressuring the development to provide high-income and condominium rentals in the project and how that is not the goal of the housing authority. Mike then spoke about the other two downtown properties and CHA's desire to develop a new type of micro-living apartment. Finally, Mike spoke about the progress being made on the RV park and suggested a final development strategy is in the works and should be well under way after the first of the year.

**6. Financial Report**

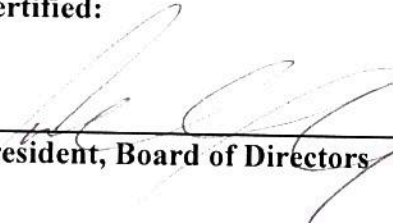
Mike provided the financial report for the month ending November and informed the Board net deposits increased by \$98,000 over the last 11 months and CHA was \$65,000 underspent. Mike explained the decrease in actual deposits and net deposits is attributed to the financial system being down during data migration and deposits not being recorded for the during the last half of November. He explained to the Board that there would be a correction in the deposits during the second week of December. Estella Zamora made a motion to approve the Financials, seconded by Sid Freeman and approved by the Board at **1:25 p.m.**

**7. Additional Items**

Following approval of the budget, the Board spoke for a while about the Farmway Store. The store typically closes between Thanksgiving and Spring Break because of low sales. Although no official action was taken, it was suggested CHA consider keeping the store open this winter, and especially because of the pandemic and the desire to prevent people from traveling unnecessarily. Mike said he would investigate the possibility.

**8. Adjourned at 1:45 p.m.**

Certified:

  
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President, Board of Directors



  
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Executive Director