

**Caldwell Housing Authority**  
**December 9, 2022**  
**CHA Community Center and via ZOOM**

**Board Members Present:** Arnolde Hernandez, Estella Zamora, Patricia Benedict, Jim Porter, Adam Garcia, and Robert Acosta

**Board Members Absent:** Sid Freeman, and Brad Doty

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

**Visitors:** John Russel, Zwygart John Accounting

## **In Order of Business**

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

After asking everyone to introduce themselves and saying a few words about the things they are grateful for this holiday season, Arnold called the meeting to order at **12:00 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 **12:07 p.m.**

### **3. Approval of the October 2022 Meeting Minutes**

Estella Zamora made a motion to approve the October minutes, seconded by Robert Acosta, and approved by the Board at **12:08 p.m.**

### **4. Audit Presentation**

John Russel, of Zwygart John presented the 2021 Financial Audit of the Caldwell Housing Authority. After asking questions of Mr. Russel, Adam Garcia made a motion to accept the financial audit as presented, seconded by Estella Zamora, and approved by the Board at **12:25 p.m.**

### **5. Financial Report**

Rosario Soto provided the Board with a November 2022 financial update indicating CHA had approximately \$1,000,000 in the bank less accruals. Jim porter made a motion to approve the November financials, seconded by Patricia Benedict, and approved by the Board at **12:35 p.m.**

### **6. 2023 Operating Budget**

Mike presented the 2023 Budget to the Board. He provided historical budget figures, employment numbers, inflation numbers, and projected off-project income. Mike explained inflation and labor costs were the driving factors of the proposed budget. After much discussion and, Jim Porter made a motion to approve the 2023 budget of \$2,271,240.00, seconded by Patricia Benedict, and approved by the Board at **1:08 p.m.** After approving the budget, the Board expressed their appreciation for the great work CHA staff is doing.

### **7. Approve Caldwell Police PILOT**

Mike provided the Board an update on the potential annexation of Farmway Village and suggested it might happen sooner, rather than later. Mike also explained the City of Caldwell could impose any *payment in lieu of taxes* (PILOT) it deemed necessary to provide adequate law enforcement services. Mike suggested CHA present the city with a PILOT of \$36,000, double the amount paid for fire services. Jim Porter made a motion to approve the PILOT, seconded by Adam Garcia and approved by the Board at **1:36 p.m.**

### **8. Execute College of Idaho Contract**

Mike explained he had been working with the College of Idaho to address the blighted property at the corner of College and Oak. The College agreed to give the housing authority the Rice House in exchange for site work and the removal the abandoned smaller blue house. The agreement gave the housing authority until June of 2024 to relocate the Rice House. The city is interested in cooperating with the city to relocate the house and the Urban Renewal District allocated approximately \$154,200 for foundation work as their commitment to the project. After a few minutes of discussion, Patricia Benedict made a motion to approve the contract with the College of Idaho, seconded by Robert Acosta and approved by the Board at **1:49 p.m.**

### **9. College House Disposition**

Mike spoke to the Board about the house that was transferred to the housing authority last year and how the house is approaching completion. The House is located at 2407 College Street. Mike suggested raffling the house to someone for \$169,000 and who is pre-qualified and who has chosen Caldwell as their community of choice. He explained all lottery entrants must have worked in Caldwell for more than 5 years and have connections to the Caldwell community. He chose not to speak about the specific requirements and the rating criteria because of their inclusion in the minutes. Adam Garcia made a motion to allow the housing authority to raffle the College House for a \$169,000 mortgage for eligible entrants, seconded Estella Zamora and approved by the Board at **2:06 p.m.**


### **10. Downtown 6-plex**

Finally, Mike spoke to the Board about the downtown 6-plex that was designed by Cushing Terrell. The design was completed several weeks ago but failed to provide the Board with regular updates. Mike also explained that Board Member Adam Garcia played a small part in the project design and is named on an invoice. When the Board approved Cushing Terrell earlier in the year to complete the CHA master plan, specific reference to the 6-plex was not clear, so he was asked by a Board Member make it an agenda item on the December meeting for transparency. No action was taken.

### **11. Adjourned**

Adjourned at **2:20 p.m.**

Certified:

  
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President, Board of Directors



  
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Executive Director