

**Caldwell Housing Authority
December 5, 2025
Caldwell Housing Authority**

Board Members Present: Arnoldo Hernandez, Sid Freeman, Jim Porter, Adam Garcia, Patricia Benedict, and Robert Acosta

Board Members Absent: Estella Zamora

Staff Members Present: Mike Dittenber, Teresa Sanchez, Marisela Melchor, Dominique Moreno, and Rosario Soto

Guests Present: Jordan Zywgart via telephone.

In Order of Business

1. Roll call and call to order:

Arnold called the meeting to order at **12:00 p.m.**

2. Agenda Approval

Patricia Benedict made a motion to approve the December meeting agenda, seconded by Adam Garcia, and approved by the Board at **12:01 p.m.**

3. Approval of the October 2025 Meeting Minutes

Adam Garcia made a motion to approve the October 2025 meeting minutes, seconded by Jim Porter, and approved by the Board at **12:02 a.m.**

4. Review and Approve 2024 Financial Audit

Jordan Zywgart, our auditor from Zywgart John Accounting reviewed the 2024 Financial Audit. He indicated the audit was completed according to required audit standards and the financial information provided by the housing materially and accurately represented the financial position of the housing authority. He explained how the housing authority accessed savings and spent \$427,000 more than it earned, attributing the spending to capital investments specifically attributed to the Rice House. He indicated the housing authority finished the year with \$288,000 in the bank and there were no audit findings. Jim Porter made a motion to approve the 2024 Financial Audit, seconded by Patricia Benedict and approved by the Board at **12:10 p.m.**

5. Review November Financials

Rosario Soto provided a brief financial report, explaining that information had not been fully collected because of the timing of the meeting. He indicated CHA spent \$25,000 on new washing machines for the laundry, made a \$35,000 payment to DEQ for the wastewater loan, and spent \$25,000 on a new backhoe motor. He also indicated CHA had \$404,000 in savings. Finally, he ended his report by stating vacancies were higher than normal and that renters just are not moving this time of year. Adam Garcia made a motion to approve November financials, seconded by Patricia Benedict, and approved by the Board at **12:18 p.m.**

6. Vehicle Replacement Discussion

Mike shared with the Board his concerns over the escalating costs of vehicle repairs. He indicated staff investigated rental vehicles under a leasing option, but it wasn't financially possible with any fewer than ten (10) vehicles. Mike suggested CHA continue fixing its current vehicles until the price of new/used vehicles starts to level off. **No action was taken.**

7. Tenant Gift Cards

Mike explained to the Board that there were 46 of the 225 tenants at Farmway that paid their rent on time over the previous 18 months. Mike asked the Board to approve a \$50.00 gift card for those tenants in appreciation of their perfect rent payment. Sid Freeman asked staff to make sure the gift card given to the tenants is the best bang for the buck and to consider the card wisely. Robert Acosta made a motion to approve the holiday gift cards, seconded by Sid Freeman, and approved by the Board at **12:25 p.m.**

8. Payment in Lieu of Taxes

Mike shared with the Board the payment in lieu of taxes (PILOT) agreement between CHA and the city. He indicated previous arrangements had been made and previous fire payments were made on an annual basis. The new agreement with the city identifies the payment as voluntary and is a reoccurring monthly amount rather than a one-time payment. Sid Freeman made a motion to approve the Payment in Lieu of Taxes (PILOT), seconded by Adam Garcia, and approved by the Board at **12:30 p.m.**

9. Project Updates

Mike provided an update on the Rice House and what he learned about the arrest at Farmway Village the day prior to the meeting

10. Executive Session

Sid Freeman made a motion to enter Executive Session, seconded by Jim Porter and approved by the Board at **1:00 p.m.**

11. Actions subsequent to Executive Session

Sid Freeman made a motion to set the Executive Director's Salary at \$113,600 for the next three (3) years through November 2028, seconded by Patricia Benedict, and approved by the Board at **1:30 p.m.** Additionally, Jim Porter made a motion allowing the Executive Director to give a one-time emergency pay advance to a long-time employee not to exceed \$3,500, seconded by Patricia Benedict and approved by the Board at **1:31 p.m.**

12. Adjourned

The Board Adjourned at 1:35 p.m.

Certified:



President, Board of Directors





Executive Director