

Caldwell Housing Authority
December 8, 2023
CHA Community Center and via ZOOM

Board Members Present: Arnaldo Hernandez, Estella Zamora, Patricia Benedict, Adam Garcia, Jim Porter, and Brad Doty

Board Members Absent: Robert Acosta, and Sid Freeman

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

Visitors: None

In Order of Business

1. Roll call and call to order:

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

Arnold presented Mike with a plaque recognizing his 15+ years of employment with the housing authority.

2. Agenda Approval

Jim Porter made a motion to approve the December meeting agenda, seconded by Estella Zamora, and approved by the Board at **12:05 p.m.**

3. Approval of the October 2023 Meeting Minutes

Patricia Benedict made a motion to approve the corrected October minutes, seconded by Jim Porter, and approved by the Board at **12:08 p.m.**

4. Municipal Service Agreement Approval

Mike spoke with the Board about the Municipal Services Agreement and indicated the CHA was quickly approaching a time when the agreement needed to be executed. Jim Porter made a motion to approve the Municipal Service Agreement contingent on the Board receiving a final copy of the agreement prior to being executed, seconded by Adam Garcia, and approved by the board at **12:30 p.m.**

5. Development Agreement Approval

Mike spoke with the Board about the Development Agreement and indicated, like with the Municipal Services Agreement, needed to be executed. Adam Garcia made a motion to approve the Development Agreement contingent on the Board receiving a final copy of the agreement prior to being executed, seconded by Jim Porter, and approved by the board at **12:50 p.m.**

6. Review and Approve Financials

Rosario provided the financial update and pointed out the CHA had \$1,000,000 in the bank again and had received payment for all work done outside Farmway. He explained that he would bring forth the 2024 budget at the January meeting. Patricia Benedict indicated she did not get the financial report in advance as she had previously. Rosario explained that there had been a

problem sending the information and thought that issue was now resolved. Patricia Benedict made a motion to approve the financials, seconded by Estella Zamora and approved by the Board at **1:50 p.m.**

7. Executive Session

Estella Zamora made a motion to enter executive session, seconded by Adam Garcia and unanimously approved by the Board at **12:52 p.m.** Jim Porter made a motion to exit executive session, seconded by Patricia Benedict and unanimously approved at **1:05 p.m.** No action was taken after the executive session.

8. Adjourned

Adjourned at **1:06 p.m.**

Certified:



President, Board of Directors





Executive Director