

Caldwell Housing Authority
February 25, 2022
CHA Community Center and via ZOOM

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

Board Members Absent: Patricia Benedict and Brad Doty

Staff Members Present: Mike Dittenber, Leticia Cancax, MaryAnn Valenzuela, Edwin Lara, Matilda Mchazime and Rosario Soto.

Visitors: None

In Order of Business

1. Roll call and call to order:

Arnold called the meeting to order at **12:01 p.m.**

2. Agenda Approval

Estella Zamora made a motion to accept the meeting agenda as amended to include discussion of the housing authority's Master Plan, seconded by Jim Porter, and approved by the Board at **12:03 p.m.**

3. Approval of January minutes (held February 4th)

Jim Porter made a motion to approve the January meeting minutes, seconded by Adam Garcia, and approved by the Board at **12:05 p.m.**

4. Review charitable contributions

Mike directed the Board's attention to a spreadsheet with CHA's annual contributions to local organizations and events. In addition to calculating the cost or value to CHA's contribution to the community, the Board directed staff to keep track of hours of those who volunteer at Farmway Village emphasizing both sets of numbers are important for the organization. Mike agreed and directed staff to develop a method for tracking total volunteer hours, both at Farmway Village and from CHA staff in the community.

5. Request for City Service

Mike spoke to the Board about the deficiencies of the current water system and how the timing was right to officially ask the City of Caldwell to extend water services to Farmway Village. Mike admitted the details of such connection to the city need to be worked out but had talked long enough about the connection and it was time to act. Mike informed the Board that CHA was seeking funding from DEQ to complete a facilities study that would likely be underway sometime in July. At this point, Mike felt connecting to the city (whatever that looks like) was the best option. Sid Freeman made a motion allowing the Director to officially request water services from the city, seconded by Adam Garcia, and approved by the Board at **12:42 p.m.** Jim Porter abstained from voting to avoid any apparent conflict of interest considering his position on another local Board.

6. Master Plan (added to the agenda)

Mike provided the Board with a supplemental information that was not in the Board Packet. He distributed a proposal from Angela Hansen, PLA, of Cushing Terrell to complete CHA's Masterplan. The masterplan is necessary as CHA continues to work with the county to get a permanent zoning designation and will act as a roadmap for future development. The total cost of the proposal is approximately \$55,000 payable in phases through the end of September. He explained the master planning process will parallel efforts from the county to adequately zone Farmway Village. Because this item was added to the agenda, Mike indicated he would bring the issue before the Board for a vote at a future meeting.

7. Executive Session

Jim Porter made a motion to enter executive session per relevant sections of Idaho Code, seconded by Sid Freeman and approved by the Board at **1:00 p.m.** Sid freeman made a motion to exit executive session, seconded by Adam Garcia, and approved by the Board at **1:25 p.m.**

8. Actions Subsequent to Executive Session

After exiting executive session, the Executive Director was asked to return to the meeting. Arnaldo Hernandez explained the Board had a chance to consider the Director's salary request and indicated his request was reasonable. The Board Members expressed their satisfaction with the Director's performance and offered a salary more than the Director's request. Sid Freeman made a motion to set the Executive Director's salary at \$97,000 annually and offered a \$4,500 performance bonus, seconded by Jim Porter, and approved by the Board at **1:39 p.m.**

9. Adjourned at 1:39 p.m.

Certified:



President, Board of Directors





Executive Director