

Caldwell Housing Authority
February 24, 2023
CHA Community Center and via ZOOM

Board Members Present: Arnolando Hernandez, Estella Zamora, Jim Porter, Side Freeman, Patricia Benedict, Adam Garcia, and Robert Acosta.

Board Members Absent: Brad Doty

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

In Order of Business

1. Roll call and call to order:

Arnold called the meeting to order at **12:04 p.m.**

2. Agenda Approval

Sid Freeman made a motion to accept the agenda as presented, seconded by Adam Garcia, and approved by the Board at **12:06 p.m.** Note: A financial update was accidentally omitted from the agenda.

3. Approval of the January 2023 Meeting Minutes

Estella Zamora made a motion to approve the January minutes, seconded by Jim Ported, and approved by the Board at **12:07 p.m.**

4. Waterline / Lead Update

Mike informed the Board the waterline from the city to Farmway was currently being constructed. He explained how they are boring under the canal and installing a 36" steel sleeve to house the waterline. The city has staged pipe on our property and are ready to start assembling the line in the next couple months. He also informed the Board he was working closely with the city to coordinate the connection to Farmway's system. He concluded by explaining that CHA engineers are completing our water master plan and applying for DEQ funding on CHA's behalf. No action was taken.

5. Downtown Development

Mike provided the Board with an update on the downtown development. He explained he has been working with Mike Mussell Construction on the proposed development. He also explained to the Board how the necessary debt service couldn't be paid by CHA's rent structure. That is why affordable housing cannot be constructed without direct federal subsidies. He did say the value of the building would be 17% higher than construction costs adding to the assets of the housing authority. Mike Mussell Construction is asking for a \$65,000 in a development agreement that Mike said he wasn't comfortable paying for right now until all the funding for the project is in place. He did ask the Board to approve a \$5,000 retainer for Mike Mussell Construction. Sid Freeman made a motion to approve the \$5,000 retainer, seconded by Estella Zamora and approved by the Bard at **12:58 p.m.**

6. Missing Middle Housing

Mike spoke to the Board about some community discussion taking place around Missing Middle Housing (MMH). MMH is both a concept and a book written by Daniel Parolek. His book explains how communities are building \$500,000 homes and apartments, but no middle housing—starter home. Mr. Parolek charges \$15,000 to \$25,000 to come into a community and talk about strategies for creating middle housing. Mike indicated he agreed with the efforts to develop more affordable housing and thought the housing authority should be front and center in the conversation and asked the Board to authorize \$5,000 toward the fee for Mr. Parolek, providing there are funding commitments for the remaining balance. Sid Freeman made a motion authorizing \$5,000 for Missing Middle Housing, seconded by Adam Garcia and approved by the Board at **1:25 p.m.**

7. Master Plan and Annexation

Mike explained the city intent to annex additional property north of 20/26 and Farmway would soon be inside the city limits. He spoke about the master plan and how it would drive the development activities of CHA for the next 20 years. Estella Zamora commented on how nice it will be when Farmway Village is improved. No action Taken.

8. Executive Compensation

Mike asked the Board for a 3.1% increase to his base salary and a \$3,000 performance bonus. He reminded the Board they authorized a 4.5% in staff salaries for 2023 and salaries have been adjusted accordingly for all other staff. Mike indicated it was the Boards responsibility to set his salary. Finally, he indicated there was a scheduled executive session where the Board could discuss his performance.

9. Executive Session

Estell Zamora made a motion to go into executive session, seconded by Jim Porter and approved by the Board at **1:27 p.m.** The Board exited executive session at **1:51 p.m.**

10. Action Subsequent to Executive Session

Arnoldo Hernandez stated the Board was very satisfied with Mike's performance. He continued by stating the Board desired Mike to put a transition plan / exit strategy / succession plan together considering Mike's involvement in the strategic development of the housing authority was not well documented. Following a brief discussion, Sid Freeman made a motion to increase Mike's base salary by 3.1% and authorize a \$3,000 bonus, seconded by Adam Garcia, and approved by the Board **1:55 p.m.**

11. Adjourn


Adjourned at **1:55 p.m.**

Certified:



President, Board of Directors





Executive Director