

**Caldwell Housing Authority  
July 12, 2011 Regular Meeting  
Minutes**

Board Members Present:

Dana Schuck, Patricia Benedict, Jim Blacker Phares Book, Estella Zamora

Staff Present: Mike Dittenber, Cheri Hess, Brenda Boles, Hector Sanchez

Absent: Sid Freeman

Location: Golden Palace

In Order of business:

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

Dana called the meeting to order at 12:05pm

**2. Review of the April minutes**

Dana asked if any there were any questions on the June minutes and if everyone had a chance to read them. Having none, Patricia moved and Dana seconded the motion to approve the minutes.

**3. Treasurer / Financial Report**

Patricia gave the financial report for June. She commented on the great accomplishment of staying very close to budget. Mike commented on the high vacancy rate and the problem of tenants leaving with no notice. He said the late growing season has caused farm workers to move to areas where crops are being worked now. Mike also said they have a 10% vacancy contingency and are running about two and half times that rate of late. Mike reviewed the reserve budget and expense report. Phares moved and Dana seconded approval of the treasurer's report.

**4. Director's Report**

Mike presented Dana Schuck with a card and gift from the Housing Authority in appreciation of his time and commitment to service on the board of directors. Dana will be missed.

Mike went over the Director's report. Patricia asked about the monies being offered by Grace Episcopal Church (GEC) in exchange for office and worship space at the housing authority. Mike explained the lease terms and renovation of the storage units to provide space. Mike talked about how the school was allowing churches to use their space on weekends, but the new program administrators said they could no longer use the space. Mike said the disagreement became such that he finally said CHA would no longer allow churches to use the school space. Mike said he spoke with the attorney to find out what legal grounds the authority has to allow one church and not another later. Dave Kerrick said as long as the finances are there to do the remodel now and make it available, there is nothing that says the same has to be done later in the absence of these same

circumstances. Mike said he will not accept any money from GEC until the remodel is done. Estella asked if GEC would have to have a lease and then in five or ten years when the lease is over, the property with attachments would remain the property of CHA. Mike said yes, Federal law requires that to be the case. Estella also asked about subleasing. Mike said they will get about 800sf of space with the remaining space set as community rooms which can be scheduled for other purposes.

Jim Blacker commented upon Mike's presentation to the Caldwell City Council. He said Mike represented the board very, very well and received a very positive response from City Council. He said the recommendation is for the City to put so much money every year until the cost of extending services to CHA is covered. He said the City is in line with the CHA vision.

## **5. Old Business**

Mike gave the Cinco de Mayo report. He reported the out of pocket cost net is \$2200. Mike praised staff for an incredible job in preparing the area and organizing the entire event. He said they pre-sold 210 books of tickets for \$2100. 140 books for \$1400 were sold the day of the festival. Six vendors paid \$40.00 each to sell their wares. Five carnival rides ran until 9pm. Mike said it was a civil event and well attended. Mike said some things that weren't anticipated is about 2000 non residents in attendance, the ride ticket ratio at 1:1 was a bad idea, and the cost of keeping the carnival rides open an extra hour. Mike said next year it might be better to start later and end later. Mike said the vendors did well and made good money so vendor fees will be higher next year. Jim suggested looking at the total cost next year and making it as fair as possible for everyone. Mike went over each event and the cost/profit. Estella asked if in the future the event would be looked at as a community event or to make a profit. They all agreed coming out even on the event having it be a fun celebration to honor the residents is the best course.

## **6. New Business**

Resolution #1 which reads: "Authorizing the Executive Director to submit the "Initial" wastewater plan to DEQ for technical review" was approved. A motion to approve was made by Patricia and seconded by Dana to approve.

Resolution #2 which reads: "Authorizing the Executive Director to amend the Capital Improvement budget to complete the wastewater plan early" was tabled.

## **7. Election of Officers**

Dana made a nomination at the last board meeting of Patricia as President of the Board and so moved again at this meeting. Estella seconded the motion and Patricia was voted unanimously as the new board president.

The elections for vice president and treasurer still need to be held. Estella suggested having a tenant on the board. Mike had concerns about a tenant as a voting member of the board. Estella said she would be willing to serve as vice president of the board.

## **8. Adjournment**

The meeting was adjourned at 1:20pm