

Caldwell Housing Authority
June 30, 2023
CHA Community Center and via ZOOM

Board Members Present: Arnoldo Hernandez, Side Freeman, Patricia Benedict, Jim Porter Robert Acosta (by telephone), and Brad Doty.

Board Members Absent: Adam Garcia, and Estella Zamora

Staff Members Present: Mike Dittenber, 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 **12:01 p.m.** Robert Acosta joined the meeting remotely.

2. Agenda Approval

Patricia Benedict made a motion to accept the agenda as presented, seconded by Jim Porter, and approved by the Board at **12:02 p.m.**

3. Approval of the April 2023 Meeting Minutes

Jim Porter made a motion to approve the April minutes, seconded by Patricia Benedict, and approved by the Board at **12:05 p.m.**

4. Master Plan

Mike reminded the Board the Master Plan was presented at the April meeting and no action was taken to give the Board more time to review the plan. Mike suggested there were several long-term planning issues facing the housing authority and approving the Master Plan might help all those other issues come into focus; especially the development overlay that will give CHA the ability to develop within some narrowly defined parameters. After some discussion and concern the plan might lock CHA into a direction prematurely, Jim Porter made a motion to accept the 2023 Farmway Village Master Plan as presented by Cushing Terrell, seconded by Robert Acosta, and approved by the Board at **12:20pm.**

5. Drinking Water Master Plan

Mike informed the Board the Drinking Water Master Plan was completed by Ardurra Engineering and was presented at a public meeting the previous evening at Farmway Village. Only one tenant showed up to the meeting. He explained the drinking water plan laid out three (3) options: 1) connect Farmway's drinking water system to the City of Caldwell's municipal water system, 2) upgrade our own facilities, or 3) do nothing. Mike believed it was best to connect to the city's water system like the sewer system 9 years ago. Patricia Benedict made a motion accepting the 2023 Drinking Water Master Plan completed by Ardurra Engineering and accepting Option A (connecting to the city's municipal water system), seconded by Jim Porter and approved by the Board at **12:30 p.m.**

6. October Rent Adjustment

Mike explained to the Board the rent schedule at Farmway Village was based on the 2021 Fair Market Rents (FMR) and increased costs were diminishing CHA's savings. He suggested it was time to make a rent adjustment and adopt a 2022 FMR structure. He indicated lower-income tenants in the smaller units may only realize a \$45/month increase while other higher-income renters in larger units may see a \$120/month increase. There was much discussion about the timing and the necessity to adjust the rents considering the planned improvements at Farmway. Sid Freeman made a motion to approve the 2022 FMR structure, seconded by Patricia Benedict and approved by the Board at **12:43 p.m.**

7. Imposition of a Utility Fee

Mike spoke to the Board about the necessity of imposing a monthly utility fee for the renters at Farmway Village. Currently there are no fees for water, sewer, and trash. He explained how CHA's long-standing practice of giving water away for free limited CHA's ability to receive federal or state funding for drinking water infrastructure repairs. CHA currently pays on behalf of all tenants \$45/month for utilities. He indicated he spoke with the Idaho Utilities Commission and charging tenants for actual utilization of services was not regulated and the funds generated would be held in a separate account and used only for utilities and drinking water enhancements. Jim Porter made a motion to impose a \$45/month utility fee, seconded by Sid Freeman, and approved by the Board at **12:56 p.m.**

8. New Bank Account-Utility Fees

Mike indicated the necessity to open a new bank account to deposit utility fees. Rosario Soto further explained a new account would be best to prevent co-mingling of funds, although even though journal entries and ledger notes would be sufficient. Sid Freeman made a motion allowing the Financial Officer to open a new bank account for the purpose of depositing all utility fees, seconded by Jim Porter, and approved by the Board at **1:06 p.m.**

9. College House Disposition

Mike explained to the Board the house located at 2407 College Street was completed and ready for disposition. He explained the process for selecting a purchaser had been reviewed by two (2) board members and finally approved by our attorney. He explained how the house, appraised at \$310,000, would be sold at \$170,500 to an individual or family who chose to make Caldwell their community of choice. Mike explained how CHA had an obligation under the law to make the house available at an affordable price for persons of low or moderate income. After some discussion about the appropriateness of disposing of the house in this manner, Sid Freeman made a motion authorizing the disposition of the college house through an online mortgage challenge, seconded by Jim Porter and approved by the Board at 1:17 p.m.

10. Charitable Contributions Account

Mike explained to the Board CHA's intent collect donations to start an educational scholarship for Caldwell students starting college. Jim Porter made a motion allowing the Financial Offer to open a new bank account for the purpose of depositing contributions to an educational fund, seconded by Patricia Benedict, and approved by the Board at **1:20 p.m.**

11. Interpretive Center

Mike spoke of the need to provide some resources to the Old Barracks / Interpretive Center. CHA spent a considerable amount of time and money relocating the old building back to Farmway and was time to start curating items for the building. He explained how Board Member Estella Zamora had recently travelled to another state and had some good ideas about moving forward. Mike thought opening a new bank account and depositing \$5,000 into the account would be appropriate to start making progress. Patricia Benedict made a motion allowing the Financial Offer to open a new bank account for the Interpretive Center and deposit \$5,000 into the account and authorizing Board Member Estella Zamora to expend those funds, seconded by Sid Freeman, and approved by the Board at **1:21 p.m.**

12. Financial Report

Rosario provided the Board with the Financial Report. He explained there were Accounts Payable totaling \$200,000+ from the city and the sale of the College House that will improve CHA's bottom line. Jim Porter Freeman made a motion to accept the financial report, seconded by Sid Freeman and approved by the Board at **2:25 p.m.**

13. Executive Session

Sid Freeman made a motion to enter executive session, seconded by Patricia Benedict, and approved by the Board at **1:25 p.m.** The Board exited Executive Session at **1:40 p.m.**

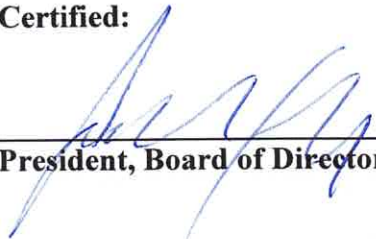
14. Actions Subsequent to Executive Session

The Board notified Executive Director Mike Dittenber that his salary would be adjusted to \$110,000 annually. Sid Freeman made a motion to adjust the director's salary, seconded by Jim Porter, and approved by the Board at **1:42 p.m.**

15. Adjourn

Adjourned at **1:45 p.m.**

Certified:



President, Board of Directors





Executive Director