

**Caldwell Housing Authority
March 11, 2013 Regular Meeting
Minutes**

Board Members Present: Phares Book, Jim Blacker, Sid Freeman Patricia Benedict, Estella Zamora and Beronica Salazar

Staff Members Present: Mike Dittenber, Cheri Hess and Ruben Buenrostro

In Order of Business:

1. Roll call and call to order:

Patricia Benedict called the meeting to order at **6:35 p.m.**

2. Review of the February Minutes:

After reviewing the February minutes, Sid Freeman made a motion to approve the February minutes; seconded by Beronica Salazar and approved by the Board at **6:39 p.m.**

Mike reminded the Board to approve the minutes of Special January meeting. The Special Meeting minutes were not approved in February because two of the three Board members present at the Special Meeting were absent. Patricia Benedict made the motion to approve the Special Meeting minutes; seconded by Beronica Salazar and approved by the Board at **6:42 p.m.**

3. Treasurer Financial Report:

Cheri presented the February financials to the Board. Cheri explained to the Board that 3 temporary employees were responsible for the more-than-average wages for February. There was some discussion about the new security deposit account.

With no further discussion, Sid Freeman made the motion to approve the February financial report; Seconded by Beronica Salazar and approved by the Board at **7:01 p.m.**

4. Administrative Report:

Mike presented the new financial policies to the Board he drafted as a requirement for the DEQ loan. After discussion, Mike encouraged the Board to approve the new policy and perform annual reviews of the policies. Beronica Salazar made the motion to approve the financial policies; seconded by Sid Freeman and approved by the Board at **7:20 p.m.**

5. New business:

Mike gave an update on the wastewater project and indicated the engineers didn't think it was possible to bore under the irrigation canals this spring, which required it to be a fall project.

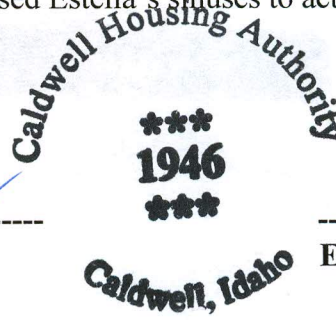
6. Adjournment:

Prior to adjourning, Patricia suggested the meeting be moved to another location because the aroma in the Community Center caused Estella's sinuses to act up. Adjourned at 7:40 p.m.

Certified:



President, Board of Directors





Executive Director