

**Caldwell Housing Authority**  
**October 25, 2019**  
**At Stewarts Bar and Grill**

**Board Members Present:** Arnolito Hernandez, Adam Garcia, Van Beechler, Jim Porter and Estella Zamora

**Board Members Absent:** Sid Freeman and Patricia Benedict

**Staff Members Present:** Mike Dittenber, Marisela Pesina, Rick Legg, and Cecilia Flores

**In Order of Business**

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

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

**2. Agenda Approval**

Estella Zamora made a motion to amend the agenda to discuss meeting location, seconded by Jim Porte and approved by the Board at **12:02 p.m.**

**3. RFQ**

Mike spoke with the Board about the RFQ process. He explained that several Companies expressed interest in being our consultant/developer, but only one had submitted an RFQ at the time of the meeting. Arnolito Hernandez suggest a committee of Board Members review the RFQs and recommend the most responsive party to the full Board for approval. Arnolito suggested the committee include himself, Patricia Benedict, and Jim Porter. He also suggested other necessary staff should participate in the discussions as needed. Estella Zamora made a motion to approve Arnolito's recommendation, seconded by Jim Porter, and approved by the Board at **12:20 p.m.**

**4. Review 2020 Proposed Budget**

Rick provided the Board a summary of the 2020 budget. He did a line-item comparison between the 2019 and 2020 explaining any increase to the budget. Mike explained CHA could realize a significant increase to income because of the post-separation rent structure. Both Adam Garcia and Estella Zamora commented about the thoroughness of the proposed budget. Jim Porter made a motion to approve the proposed budget, seconded by Adam Garcia and approved by the Board at **1:05 p.m.**

**5. Financial Report**

Rick provided the financial report for the month of September. He provided page-number references for all financial reports and explained income in relation to expenses. Jim Porter

made a motion to approve the budget, seconded by Estella Zamora and approved by the Board at **1:15 p.m.**

**6. Meeting Minutes**

After reviewing the minutes, Van Beechler made a motion to approve the September minutes, seconded by Adam Garcia and approved by the Board at **1:25 p.m.**

**7. Other Business**

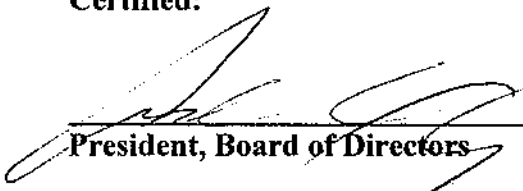
The Board discussed the desire of moving the Board meeting to the Community Center of the housing authority or another restaurant in town. Mike said it was a good idea and would make the appropriate arrangement to hold the meeting at Farmway Village during the November meeting.

**8. Executive Session**

Estella Zamora made a motion to enter executive session, seconded by Van Beechler and unanimously approved by the Board at 1:25 p.m. The Board came out of executive session at 1:58 p.m. No action subsequent to executive session.

**9. Adjourned at 2:00 p.m.**

**Certified:**

  
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President, Board of Directors



  
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Executive Director