

**Caldwell Housing Authority**  
**October 23, 2020**  
**CHA Community Center and via ZOOM**

**Board Members Present:** Arnolito Hernandez, Adam Garcia, Jim Porter, and Van Beechler (via ZOOM)

**Board Members Absent:** Estella Zamor, Sid Freeman, Patricia Benedict, and Jarom Wagoner

**Staff Members Present:** Mike Dittenber and Cecilia Flores

**In Order of Business**

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

Arnold called the meeting to order at **12:07 p.m.**

**2. Agenda Approval**

Jim Porter made a motion to accept the agenda as presented by the director, seconded by Adam Garcia, and approved by the Board at **12:08 p.m.**

**3. Meeting Minutes**

Adam Garcia made a motion to approve the September meeting minutes, seconded by Jim Porter, and approved by the Board at **12:10 p.m.**

**4. 2021 Operating Budget**

Mike spoke to the Board about CHA's current financial position in relation to staffing and automation. He proposed a \$1,813,500 budget that was approximately \$7,000 less than the previous year. Jim Porter made a motion to approve the 2021 annual budget, seconded by Adam Garcia and approved by the Board at **12:26 p.m.**

**5. 2021 Rent Schedule**

Mike again spoke to the favorable financial situation CHA was in and thought it not necessary to raise rents in January. Arnold agreed and told Mike to bring the issue back to the Board in February of 2021. This item was table.

**6. Occupancy Policy Update**

Mike spoke with the Board about the challenges of leasing to relatives of employees of the housing authority. Mike provided the Board with both policy manual language and occupancy manual changes that prohibited relatives of employees from living at CHA. After some

discussion, Adam Garcia made a motion to accept the two (2) policies, seconded by Jim Porter and approved by the Board at **12:35 p.m.** After voting, Jim Porter spoke to Van Beechler via ZOOM to make sure she was still on the line.

## 7. Financial Report

Mike provided the financial report for the month ending September and informed the Board net deposits increased by \$132,000 over the last 8 months and CHA was \$61,000 underspent. Mike explained the decrease in net deposits could be accounted for by the equipment that the Board authorized CHA to purchase in August. Jim Porter made a motion to approve the Financials, seconded by Adam Garcia and approved by the Board at **12:40 p.m.**

## 8. Creekside Discussion

Although not an agenda item, Jim Porter took some time during the “Additional Items” section of the agenda to ask Adam Garcia questions about the Creekside project. Adam indicated his firm was picking up some of the slack and would be playing a larger role in getting the project in position to present to the city in the coming weeks. Mike explained some of the funding challenges—construction costs re going up.

## 9. Executive Session

Jim Porter made a motion to go into executive session, seconded by Adam Garcia and approved by the Board at **12:52 p.m.**

Van Beechler needed to leave the meeting to prepare for another meeting. By law (and since there was no longer a quorum) both the Board Meeting and the Executive Session ended at **1:23p.m.** when van disconnected from the meeting.

## 10. Adjourned at 1:23 p.m.

Certified:

  
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President, Board of Directors



  
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Executive Director