

**Caldwell Housing Authority  
January 22, 2015 Regular Meeting Minutes  
At The Bird Stop**

**Board Members Present:** Patricia Benedict, Beronica Salazar, Phares Book, Estella Zamora, Rob Hopper, and Sid Freeman

**Staff Members Present:** Mike Dittenber, Cheri Hess, Mary Ann Valenzuela and Ruben Buenrostro

**In Order of Business:**

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

Patricia Benedict called the meeting to order at **3:35 p.m.**

**2. Review of the Minutes:**

After reviewing the December minutes, Estella Zamora made the motion to approve the December minutes; seconded by Sid Freeman and approved by the Board at **3:37 p.m.**

**3. Financial Report:**

Cheri presented the Financial Report for the month of December and the year ending 2014. Mike indicated CHA was approximately 2% over budget, but annual income exceeded expenses. Cheri informed the Board that temporary help was hired to help lay tile in the newly remodeled units. Reimbursement from the reserve accounts have not been requested from Rural Development. Cheri agreed to bring the reserve account balances from all accounts for the Board to review. Mike finally explained that he would have to do a report to RD justifying any category 10% over budget.

After reviewing the December and year-end financials, Phares Book made the motion to approve the December Financial Report; seconded by Estella Zamora and approved by the Board at **4:00 p.m.**

**4. Old Business:**

Mike updated the Board on the Caldwell Housing Corporation and how it has to be dissolved. ICRMP indicated that as long as CHA is an agent of the city, there are no problems with insurance. Once CHA does business as another name entity, ICRMP cannot insure them. All revitalization activities will take place under CHA's development account.

**5. Directors Report:**

Mike updated the Board on the wastewater project. He told them there were delays in the project because of the rain and the ground being too wet to maneuver equipment. He thanked the Board for attending the ground breaking ceremony earlier in the month. Finally, Mike spoke to the de-watering issues and how the problem was being closely monitored.

Mike provided the Board with an update on the north end revitalization efforts. He explained that he would go before the Urban Renewal Agency board in the next few days and request the funding needed for the 123 Elgin project. Councilman Rob Hopper indicated the revitalization efforts would likely not be funded with URA money, but the city had some "HUD" money available that would be better used for the redevelopment activities. Mike asked the Board if they would give him permission to take possession of the property at 123 Elgin providing allocation of funding by the city. The Board did not provide Mike the permission needed requesting additional information.

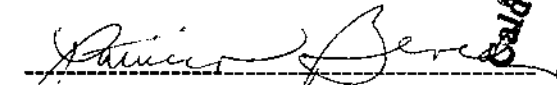
Prior to adjourning the meeting, Board President Patricia Benedict reminded the Board they had the ability to vote by e-mail, and directed Mike to provide the Board with additional information before calling for an e-mail vote.

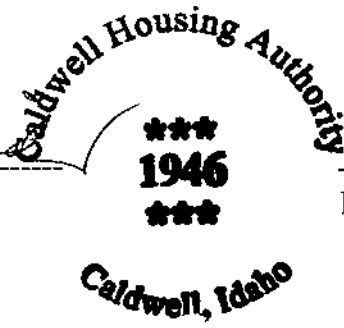
**NOTE:** The Board provided e-mail approval [attached] for Mike to take possession of the 123 Elgin Street property on February 2, 2015.

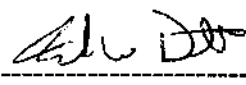
**6. Adjournment:**

Meeting adjourned at 5:01 p.m.

Certified:

  
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President, Board of Directors



  
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Executive Director