

**Caldwell Housing Authority  
June, 2010 Regular Meeting  
Minutes**

Board Members Present:

Estella Zamora, Dana Schuck, Patricia Benedict, Rick Wells, Jim Blacker, Sid Freeman

Board Members Absent: NONE

Staff Present: Mike Dittenber, Cheri Hess, Brenda Boles

Guests: Rick Fried—Syringa Bank

Location: Acapulco Restaurant

In Order of business:

Prior to the meeting, Rick Fried of Syringa Bank approached the Board to get signatures for the new accounts opened at Syringa Bank in Middleton. After retrieving the necessary signatures, Rick dismissed himself.

1. Roll call and call to order

Estella called the meeting to order at 12:15pm. She noted that Patricia had not arrived at the meeting and the election of officers should be postponed until Patricia arrived. All agreed to move the election of officer to a later time in the agenda.

2. Review of May Minutes

Estella asked if everyone had a chance to review the minutes. Everyone responded in the affirmative. After some discussion Dana made a motion to approve the minutes as corrected, seconded by Rick and approved by the Board.

3. Treasurer / Financial Report

Patricia provided the Board with a report on the finances of the Housing Authority. After reviewing the financials, Mike discussed the expense report with the Board and provided additional explanation to some of the budget line items. Cheri provided the Board with a snapshot showing the Housing Authority's current financial status, and a comparison chart for CHA's income by June of 2009 and 2008. Over the last 3 years, income in June 2010 has exceeded the previous 2 years.

Sid complemented staff on the financial report and suggested financial comparisons in subsequent months would be especially helpful. Estella complemented staff for making the Reserve Payments along with all the other monthly payments.

A motion to accept the Treasurers report was made by Sid, seconded by Dana and unanimously approved by the Board at 12:55pm.

Mike then discussed the 2010 Budget and the Reserve Account. He explained that CHA initially (back in September of 2009) budgeted for \$140,000 in payments to the Reserve Account. A few months ago Rural Development reduced the payment amount to \$84,000, requiring CHA to allocate the remaining \$56,000 to other budget line items. Mike Suggest amending and increasing the budget line item of several other categories to absorb the \$56,000.

Sid suggested moving the \$56,000 to the “Other Administrative Expenses” line item and save the money for a future cost associated with the Capitol Needs Assessment.

Sid made a motion to move the \$56,000 to “Other Administrative Expenses” and the Board must approve the use of those funds; seconded by Rick, and unanimously approved by the Board at 1:35pm

Mike then discussed the Reserve Account and that activities funded under the reserve account are “one-time” capital improvements, such as sidewalks, picnic areas, etc. Mike explained to the Board the tractor was no longer working and needed repaired as CHA uses the tractor daily. Estella suggested Mike get bids and then report back to the Board before purchasing the tractor. Sid suggested that CHA might find a great deal on a tractor in this economy. Dana suggested CHA might need to replace the tractor sooner rather than later. Dana made a motion authorizing CHA to purchase a tractor upon Sid’s approval, and not to exceeding \$15,000; seconded by Patricia, and unanimously approved.

4. Guest Comments: None

5. Committee Reports:

6. Administrative reports

Mike informed the Board about the recent leak-testing results that indicated cell #2 at the wastewater lagoon was leaking. He indicated he spoke with the engineer who was relatively sure DEQ would not require immediate action in lieu of the current wastewater needs analysis.

Mike said that he is collecting donations from several local businesses to build a fountain for the kids at CHA to use during the summer. Estella suggested CHA may want to reconsider a fountain because it may complicate our current water situation. Estella suggested Mike bring a plan and costs back to the Board. She also suggested CHA sell bricks to raise money so the community can be part of the project.

Estella reported to the Board that she received a phone call from someone at the Head Start Program who said CHA maintenance staff did not do a good job laying the new tile. She said some of the tiles were installed upside down, the tile was never sealed correctly, and the repairs were not completed until a couple days before the center reopened for the

summer. Mike admitted that some of the tiles were installed incorrectly but the affect was negligible. He explained that CHA did seal the floor, but the Head Start Director said it needed to be a special type of sealant and would provide their own. He also explained the repairs were much larger than originally anticipated.

Rick said “things happen” when projects like that are undertaken. Sid suggested Mike check on the sealer they used and see if it is as good as the sealer we were going to use. Dana suggested the tiles be fixed.

#### 7. Old Business

Strategic Planning—Patricia said she could meet to continue with the Management Plan and Strategic Planning, but asked that the meetings be scheduled after June 29<sup>th</sup>, but that Mike should send an e-mail confirming everyone’s schedule.

#### 8. New Business

Financial Audit—Mike explained that the Audit was complete in draft form, but was waiting to be editing before publishing. Mike said the Auditor indicated there would be a finding regarding CHA inability to make the IHFA loan payment. Mike explained that CHA had received waivers in the past without IHFA’s written notification. Mike also notified the Board that he had written IHFA a letter without any response. Rick indicated it would be beneficial if a couple members of the Board, along with Mike, met with officials from IHFA. Rick, Patricia, and Sid agreed to be present at that meeting. Patricia asked about debt forgiveness. Mike explained how the process works. Sid asked if more of the masonry units could be expanded. Mike said they could but time and money are the limiting factors.

Mike indicated the Board needed to vote on one more issue before entering executive session. He said CHA needs to dispose of surplus property I wanted to conduct a sealed bid auction. He provided the Board with a list of items to be disposed of. Motion was made by Dana to dispose of surplus property; seconded by Sid, and unanimously approved at 2:20pm.

#### 9. Executive Session

Estella asked to go into executive session. A motion was made by Patricia to go into executive session at 2:25pm.

The Board exited executive session at 2:35. No action was required subsequent to executive session.

#### 10. Actions Subsequent to Executive Session: NONE

Following the executive session, the election of Board Officers was held. The nomination and election resulted in:

- **Dana Schuck—President**
- **Rick Wells—Vise President**
- **Patricia Benedict—Treasurer**

11.     Adjourned 2:50