

**Caldwell Housing Authority
September 18, 2012 Regular Meeting
Minutes**

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

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 **12:05 p.m.**

2. Review of the August Minutes:

Sid asked for a little time to review the minutes and suggested the Board approve the minutes after the financial report. After the financial report, Sid made a motion to approve the August minutes; seconded by Phares and approved by the Board at **12:21 p.m.**

3. Treasurer Financial Report:

Cheri presented the financial report to the board. Sid reminds the Board about the value of SILD workers for CHA. Mike explained that CHA is under budget and suggested the auditor could better explain the difference between cash accounting and accrual accounting. Sid made a motion to approve the Treasure Report; seconded by Beronica and approved by the Board at **12:20 p.m.**

4. Director's Report:

There was no administrative report to discuss at this meeting. Mike indicated much of his time was consumed with the 2013 operating budget. Mike informed the Board there were four different resolutions that needed some discussion and approval.

Resolution 1: Authorizing the Caldwell Housing Authority to incur necessary debt not to exceed \$2.7 million, and enter into an agreement with the Idaho Division of Environmental Quality, to fund the project connecting Farmway Village sewer line to the City of Caldwell, and to proceed in the most cost effective manner and seeking input from the Board throughout the process. Sid made a motion authorizing said resolution, seconded by Beronica and approved by the Board at 1:55pm.

Resolution 2: Authorize the Executive Director to negotiate with Steve Rambo for property essential for the development of the wastewater sewer line construction project. Beronica made a motion authorizing said resolution, seconded by Sid and approved by the Board at 2:05pm.

Resolution 3: Authorizing rental increase totaling \$107,000 to cover the 2013 budget. Sid made a motion authorizing said resolution; tabled because of lack of second motion. Phares indicated there was not enough time to carefully consider the 2013 budget. Discussion rescheduled for Thursday, September 20th at a special budget meeting.

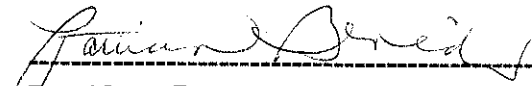
Resolution 4: Authorizing an 11% increase in the 2013 budget. Similarly, this discussion was rescheduled for September 20th at a special budget meeting.

Board agreed and will have special meeting on Thursday September 20, 2012 at 6:30 a.m. at Sunrise Café.

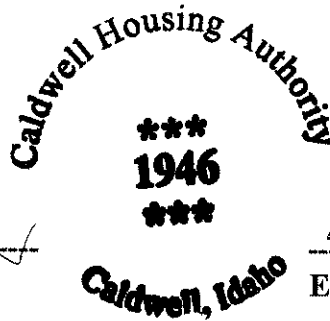
5. Adjournment:

Meeting was adjourned at 2:05 p.m.

Certified:



President, Board of Directors





Executive Director

**Caldwell Housing Authority
September 20, 2012 Special Meeting
Minutes**

Board Members Present: Patricia Benedict, Sid Freeman Phares Book, Beronica Salazar and Jim Blacker. **Board Members Absent:** Estella Zamora
Staff Members Present: Mike Dittenber, Cheri Hess and Ruben Buenrostro

In Order of Business:

1. Roll call and call to order:

Sid Freeman called the meeting to order at **6:35 a.m.** Patricia joined the meeting shortly after it was called to order.

2. Rent Increase Discussion:

Mike explained how important it was for everyone to understand how the budget, proposed rent increase, and the wastewater project were all inter-related. Mike then explained to the board how 170 families of the 241 families at CHA are currently on rental subsidy assistance and how a rent increase would not affect them and how another 15 to 20 families will receive rental assistance. The people who will be most affected will be those families who don't qualify for assistance because of their income, but it will still be cheaper than living somewhere else according to market prices. Mike showed the Board how a 10% and 20% vacancy contingency affected the budget. Phares indicated that CHA should plan for a 20% vacancy contingency, because it has been that high before. The Board agreed overall that it is better to have a 20% vacancy contingency.

3. Budget Overview:

Mike provided a detailed budget presentation to the Board and compared 2012 costs with 2013 anticipated costs. The board members were satisfied with the presentation and asked that Mike let them know when budget is approved by RD.

Phares and others expressed appreciation with staff and Mike for having a second meeting to discuss the budget.

Resolution 3 (carried over from previous meeting): Authorizing a 20% cross-the-board rent increase totaling \$107,000 to cover the 2013 budget. Phares made a motion authorizing said resolution; seconded by Beronica and approved by the Board at 7:35am.

Resolution 4: Authorizing an 11% increase in the 2013 budget. Phares made a motion authorizing said resolution; seconded by Sid and approved by the Board at 7:45am.

4. Adjournment:

Meeting was adjourned at 7:50 a.m.

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Certified:



President, Board of Directors

Caldwell, Idaho



Executive Director