

**Caldwell Housing Authority  
May 3, 2011 Regular Meeting  
Minutes**

Board Members Present:

Dana Schuck, Patricia Benedict, Phares Book , Jim Blacker, Estella Zamora

Staff Present: Mike Dittenber, Cheri Hess, Brenda Boles

Absent: Sid Freeman,

Location: Golden Palace

In Order of business:

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

Dana called the meeting to order at 12:00. Dana indicated some special guests might be attending and he would stop the meeting at whatever point they arrived and allow them time to address the board.

**2. Review of the April minutes**

Dana asked if there were any questions on the minutes. Estella called for a correction to the minutes. She asked that the minutes reflect that “the housing authority Board did not know what was in the Public Housing legislation. Mike asked how the minutes should read, expressing concern that it appears he proceeded without the Boards approval. Dana said he did not feel that’s what Estella was saying, but that the board did know and if they didn’t know what the legislation said “shame on us”. The minutes were approved as corrected with Estella making a motion and Phares seconding the motion.

**3. Treasurer / Financial Report**

Patricia went over the rural development budget. She went over a quarterly statement as well as the monthly report. She stated she had reviewed the monthly bank statements and they all looked fine. Mike gave some additional clarification and overview. He explained the payout/reimbursement for the wastewater treatment facilities plan. Dana moved to accept the budget and report as presented. Estella seconded and the motion was approved.

**4. Director’s Report**

Mike drew the board’s attention to substantive changes to the lease agreement on the back of the director’s report. He pointed out the change to a month to month lease for non-farm labor tenants as well as other changes. Rural Development has approved the changes. There was a question as to whether the Board should approve it before RD or after RD. Patricia indicated that in approving the management plan the changes were approved. Estella asked for clarification on further changes. Mike explained RD’s procedure. Jim Blacker stated he felt they should allow RD to review and make all of their changes and then approve the entire lease agreement. Patricia asked about the video.

Mike stated the video has been shot and the narrative has been delivered to them. Now they will come and shoot some additional video footage and then finish it up. The BSU film department is producing the video.

## **5. New Business**

Mike clarified the issue of borrowing money from the City of Caldwell stating it is not for operations of the housing authority. The money would help fund predevelopment work to expand low income housing into the City of Caldwell. The State law does say Housing Authorities may borrow money from Cities. However, the money could not be paid back out of Farmway Village money so there would have to be an agreement to purchase a piece of property and of the money could not be paid back, the property could be collateral. Jim Blacker asked Mike to send him an outline of process and need and send it to him on email and he would then present it to the City Council. Estella asked if slum and blight could cover getting sewage water and a pond and if that could be a project. Jim said to expand the URD takes six months to a year and all manner of process. Estella said she was just thinking out loud and thought if they were going to borrow money she'd rather borrow it for something they really needed. Jim stated the City would likely be more inclined to loan money for projects within the City Limits wherein they need the housing authority to assist them. Mike discussed the future designation of the City as an entitlement community and what that would require. He stated it will force both the City's and the Housing Authority's hand. Jim spoke about some economic development coming to the area and how that could impact the timeframe for designation. Jim said it's important to be proactive and Mike concurred.

Mike addressed his plan to hold a Cinco de Mayo celebration, including a carnival, vendors, games, etc. He invited the board to come dunk him in the dunk tank! Mike said it is a tenant appreciation event, but can accommodate family and friends. He's excited for the event and hopes it will be successful. Mike said they have vendors selling sunglasses, hair bands, bandanas, at which point Estella made the comment she hoped they weren't red, blue or black. Cheri said no, that they were hair bands; that Mike had misspoken.

Mike briefed the board on the vacancy rate. He also told the board about the historical information that's been archived.

## **6. Executive Session**

Estella moved to convene an Executive Session for the purpose of discussing a tenant complaint against one of the staff of CHA. Patricia seconded the motion and the board went into Executive Session.

## **8. Actions subsequent to Executive Session**

No decisions followed.

## **10. Adjournment**

The meeting was adjourned at 1:30:pm