

**Caldwell Housing Authority
October 6, 2009 Regular Meeting
Minutes**

Board Members Present:

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

Board Members Absent: Andy Rodriguez

Staff Present: Mike Dittenber, Ayde Cortina, Cheri Hess

Guests: None

Location: Bent Fork Restaurant

In Order of business:

1. Roll call and call to order

Estella called the meeting to order at 12:05pm.

2. Review of September Minutes

Estella asked if everyone had a chance to review the minutes.

Patricia corrected the August minutes. Patricia not only suggested CHA impose a hiring freeze, but a wage freeze also until such time CHA is in better financial condition.

Estella also corrected the minutes by stating that Andy Rodriguez was also asked to sit on the committee to review Mike's performance.

Estella asked if there were any other corrections to the minutes. There were none. Dana motioned to accept the minutes, approved by Jim and unanimously approved at 12:07pm.

Because Sid had not yet arrived, Estella asked Mike to review the Director's Report until Sid arrived. Mike asked if everyone received the minutes and reports in advance. All agreed so Mike just reviewed the highlighted items on the Director's Report. Mike explained the ICRMP insurance policy renewal came attached with a \$15,000 terrorist rider. Mike said he refused the terrorism rider and renewed the same insurance policy.

Mike indicated that CHA is claiming its water rights and ask the federal judge to name the City of Caldwell as a subordinate to the water rights. That way CHA can maintain and control its own water. Jim indicated that perhaps the City filed for those water rights as a precautionary measure in case CHA did not.

Finally, Mike briefly spoke about the meeting between the engineer and Dana and himself. Mike said they discussed the current situation and some options for proceeding. Dana said that CHA's chances of getting any state of federal funding are small unless a \$60,000-\$70,000 facilities study was completed.

Patricia wanted to know if the facility study covered both water and sewer. Mike indicated that it would cover both systems. Mike said there was funding available to pay for ½ of a facility study, but there was a long line of applicants to receive those funds. Jim said get in line as soon as possible. Estella thought a facility study had been completed previously. Mike said he was unaware of any study.

Patricia asked if Mike was updating blueprint as work was being completed. Mike said he was updating them. Patricia also indicated she wrote a letter to the Key Bank president asking for funding, but thought all of Key Banks funding opportunities went to youth programs.

Jim thought the facility study was needed before CHA was in a crisis. Mike indicated he has spoken with both the city and county about waste water needs and both are optimistic about a solution, but neither agency was willing to step up and help.

Sid arrived and Estella asked the Board to resume with the presented agenda.

3. Treasurer / Financial Report (started at 12:45pm)

Before Patricia gave the financial report, she commented how Mike did a good job to removed \$40,000 from the proposed budget, and developed a plan to get the reserve account caught up. Ayde said CHA expenses are slowing down and CHA was able to make 2 reserve payments in September and could likely make double reserve payments in November or December.

Patricia gave the financial report both actual and accruals. She explained both income and expenditures. She also explained that the actual income was more than the accrued income and explained the differences. She explained the monthly expenses for August. Patricia expressed her concern about the accounts receivable being at \$95,000. She suggested CHA actively pursue cost recovery in small claims court. Mike indicated he had spoken to Patricia about this and he was putting the process together to sue people in small claims court. Patricia said CHA could possibly recover enough revenue to justify another FTE, if collections were aggressive enough.

Resolution: That CHA makes an effort to reclaim, in small claims court, all accounts receivable and report to the Board on accounts 30/60/90 days delinquent.

Motion: Patricia

Second: Sid

Unanimously approved at 1:05pm

4. Guest Comments:

None

5. Committee Reports:

Dana indicated that he had not called a committee meeting to review Mike's performance, but would in the coming weeks.

Sid indicated he was unable to make it to the wastewater meeting with the engineer, but suggested Mike and Dana had spoken to the issue earlier.

6. Administrative reports

This item, at Estella request, was moved to an early section of the minutes.

7. Old Business

Skipped because of time constraints (1 issue addressed at end of meeting).

8. New Business

2010 Budget. Mike indicated he spent many hours preparing the 2010 budget. He said that he met with Patricia on a couple of occasions and worked through the budget. Mike explained that he was recommending a 5.6% rent increase, of which 170 of the 240 families would not see any increase in rent because of the RD housing voucher. The total increase to the budget was approximately \$56,000 or 2% of the total budget. Mike explained how the 2010 budget included a plan to make additional payments to the reserve account. Mike then explained how he moved expenses from one category to another to more accurately identify costs to the housing authority. Although RD will require a contracted budget format, CHA will use an expanded format to more closely monitor costs. Sid indicated he would only support the budget if there were no pay raises.

Resolution: That the Board of Directors of the Housing Authority approve the proposed budget with no increases to the salary line item.

Motion: Sid

Second: Patricia

Unanimously approved

Development Support letter. Mike explained to the Board the CHA has a lot to gain if the jail bond passes. Mike asked if the Board would support Mike sending a letter asserting our interest in the development of the areas surrounding the new jail, should the

jail bond pass. Mike explained the letter did not support the jail bond, but rather the planned development along Highway 20-26.

Jim agreed that CHA has a lot to gain if the jail bond passes, and the jail bond, right now, is the only option CHA has to address long-term waste water issues. He said because of the cost of building and operating a new wastewater facility, there are really no other options.

Estella thought the letter was not appropriate and that CHA should not get support political causes. Mike agreed that CHA should not financially support the jail bond cause, but should support the jail bond because it could be a permanent resolution to an ongoing problem at CHA.

Resolution: Allowing Mike to sign and sent a letter supporting the planned development along Highway 20-26.

Motion: Patricia

Second: Jim

In Favor: Jim, Dana, Patricia, Sid

Opposed: Estella

Absent: Andy

Mike asked if the Board would approve one more resolution letting Mike advertise for the Financial Office position. Estella indicated she was on a tight schedule and needed to leave and asked if it could be postponed 1 more month. Mike indicated the year was coming to an end and the hiring process needed to get underway soon.

Estella had to excuse herself and said the remaining Board members could take up the issue if they had time.

Resolution: Allow Mike to advertise for the FO position and report to the Board before taking any other actions to hire anyone.

Motion: Dana

Second: Jim

In Favor: Jim, Dana, Patricia, Sid

Opposed:

Absent: Andy, Estella

10. Executive Session: NONE

11. Adjourned

Meeting adjourned at 2:05 pm.