

Housing Authority of the City of Paso Robles

Board Meeting Minutes

December 8, 2015

Present:	Chairman:	Mr. Bob Fonarow
	Commissioners:	Ms. Sherri Goforth
		Ms. Beatriz Espinoza
		Ms. Eloisa Medina
		Mr. Harry Ovitt
		Mr. Wes Willhoit
	Sec/Dir:	Mr. David Cooke
	Recorder:	Ms. Jessica Aguilar
	Staff:	Mr. Brent Weickert
Absent:	Commissioner:	Mr. Jason Boonstra

Meeting called to order by the Chairman, Mr. Fonarow at 11:00 a.m.

1. **Public Comment:** None.
2. **City Liaison Report:** Mr. Strong reported on the latest developments in the City. Mr. Cooke reported he made contact with the City regarding the upcoming opening of a board commissioner spot for the Paso Robles Housing Authority in February 2016.
3. Mr. Fonarow introduced and welcomed Mr. Brent Weickert as the new Director of Finance for the Paso Robles Housing Authority. Mr. Weickert gave a brief background of himself.
4. **No Public Comment.**
5. The Director's Summary Report will be moved to the end of the agenda. If there isn't enough time at the end of the meeting the report will be tabled until the January 2016 meeting.
6. **Financials:** Mr. Cooke reviewed. Motion to approve the October 2015 Financials made by Mr. Ovitt and seconded by Ms. Espinoza. The motion passed unanimously. Mr. Fonarow asked Mr. Cooke if he had moved the Heritage Oaks Bank CD of \$100,000 to a 1 year CD at Coast Hills Credit Union, Mr. Cooke responded, "Not at his time because he thought it would be best to approve the Investment Policy first."

Motion to approve the Audited Financials for 2014-2015 made by Mr. Willhoit and seconded by Ms. Medina. The motion passed unanimously. Mr. Cooke encouraged the board members to read the letter from Bowman and Company. Mr. Cooke stated that the Board could form an audit committee next year if they desired. ***Mr. Fonarow asked for this to be placed on the agenda at the next board meeting.***

7. **Approval of November 10, 2015 meeting minutes:** Motion to approve by Ms. Medina and seconded by Mr. Ovitt. The motion passed unanimously.
8. Ms. Medina excused herself at 11:35 am.
9. **Old Business:** Fiscal/Investment Policy, Mr. Cooke reported that Mr. Weickert had created a draft of the Investment Policy. Mr. Weickert reviewed some highlights of the policy and there was some discussion by the Board. Mr. Cooke suggested the Board members read the Investment Policy and provide comments prior to the next meeting to Mr. Cooke or Mr. Weickert. ***This item will be brought back to the January 2016 meeting for discussion and approval.***

Mr. Cooke reminded the board members to provide a bio/photo with the exception of Mr. Willhoit because he has done so already.


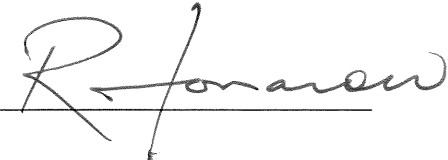
10. **New Business:** Mr. Cooke presented the budget for tenant improvements for the Oak Park 2 Community Room and PRHA offices of \$55,067.99. Mr. Cooke stated that \$25,000 of these monies will come from the Oak Park 2 construction budget and the remaining \$30,000 would come from the PRHA general fund. Mr. Cooke said there is possibility that there could be additional funds available out of the construction budget. Motion to approve Mr. Cooke the authority to purchase up to \$30,000 for the proposed Oak Park 2 tenant improvements for the Community Room and PRHA offices was made by Mr. Ovitt and seconded by Mr. Willhoit. **The motion passed with the exception of Ms. Medina, who had excused herself at that point.**
11. The Board proceeded to Closed Session at 11:45 am.
12. The Board returned to Open Session at 11:50 am. No decision was made.
13. **Director's Summary Report:** Mr. Cooke reported on vacancies at the various properties.

OP 2 Construction: PG&E is causing a delay but should complete their work in January. Mr. Strong recommended Mr. Cooke contact Mr. John Shoals, the Mayor of Grover Beach. Mr. Shoals works as government relations representative for PG&E, and could possibly assist to expedite any issues.

Phase 3: Mr. Cooke reported that preliminary drawings are moving forward with the architect on phase 3.

PHASE 4: Mr. Cooke discussed the possibility of providing a senior apartment complex instead of a multi-family project. Mr. Cooke is working with the architect on preliminary layouts.

14. Motion to adjourn the meeting at 11:59 am by Mr. Ovitt and seconded by Ms. Espinoza.

Secretary:  Chairman: 
Date: 1-12-14