

Housing Authority of the City of Paso Robles Board Meeting Minutes

January 12, 2016

Present:	Chairman:	Mr. Bob Fonarow
	Commissioners:	Ms. Beatriz Espinoza
		Ms. Eloisa Medina
		Mr. Jason Boonstra
		Mr. Wes Willhoit
	Sec/Dir:	Mr. David Cooke
	Recorder:	Ms. Dianne Hanlon
	City Liaison:	Mr. Fred Strong
Staff:		Ms. Liz Lopez Byrnes
		Mr. Brent Weickert
Absent:	Vice Chair:	Ms. Sherri Goforth
	Commissioner:	Mr. Harry Ovitt

Meeting called to order by the Chairman, Mr. Fonarow at 5:35 p.m.

1. **Public Comment:** None.
2. **City Liaison Report:** Mr. Strong stated the new City manager is Mr. Thomas Frutchey and will begin his new position next Monday. Mr. Strong advised that due to a misprint the new water rates recently mailed to residents' shows a slightly higher rate than originally proposed. The City will correct the error and mail new rate information to residents. Mr. Fonarow inquired about the new water treatment plant. Mr. Strong stated the new plant is very sophisticated, and due to a co-generation feature, operating costs will be low. Mr. Fonarow asked if public could tour the facility, Mr. Strong stated yes, and advised Mr. Fonarow to contact The Department of Public Works to schedule a tour. Mr. Strong recommended the tour be scheduled as a group for all PRHA Commissioners and anyone who may be interested. Mr. Strong stated solar is being installed at the Paso Robles airport, and is estimated to save the City \$9.5 million over the next 10 years.
3. **The Director's Summary Report:** Mr. Cooke stated he will be setting up a tour of Oak Park for Mr. Fruthchey and Mr. Warren Frace, the City's Director of Community Development.

Update: PRLLC has been working on replacing Monterey County Housing Development Corporation (MCHDC) as the managing general partner per their agreement. HUD didn't approve or disapprove the request, as they were not a party to the original agreement, but advised PRHA to make the decision.

OOP: has 59 rentable units, all are currently occupied. Some vacancies are expected, as some OOP residents have applied for OP2. Mrs. Lopez Byrnes stated seven tenants have expressed interest of those seven three may qualify.

OP-1: has three vacancies, two vacancies just occurred at the end of December. Currently, PRHA is working on new applicants and hope to have them occupied by the end of January. Mr. Fonarow asked if all USDA units are occupied, Mrs. Lopez Byrnes stated yes. Mr. Cooke stated OP-1 is in good shape fiscally. There is currently a cash balance of +/- \$800,000 some of which will be converted at permanent financing.

OP-2: is getting close to being completed, we are still anticipating the end of January for completion, however; with the rain delays, and PG&E delays, it may be February. PRHA is moving forward in the application qualifying process. We currently have approximately 180 applicants.

OP-3 and OP-4: preliminary drawings were reviewed. Eighty units were originally proposed for OP-3; however, with the addition of a community room and volleyball court, the new proposal will be 76-units. OP-4 is proposed to be a 72-unit senior building at this time. Mr. Boonstra asked when Phase 3 would start, Mr. Cooke stated we hope to start the application process as early as March, but it could be June.

Mr. Cooke summarized the November PRHA financials and compared them to October 2015. Mr. Cooke stated that financially PRHA is in good shape.

Acorns and Youth works numbers are basically status quo from previous month. Mrs. Webb is now working 100% as the Director of Resident Services, and Mr. Weickert has fully taken over as Director of Finance. Mrs. Webb will be focusing on all residents services for the Oak Park Community. Mrs. Webb will be working on Grants to help fund existing and new programs. Mr. Strong stated he is going to Sacramento tomorrow, and hopes to bring back good news regarding the availability of Grants.

4. **Financials:** Mr. Willhoit asked about a balance sheet item; Allowance for Doubtful Accounts of -\$5,725., Mr. Weickert stated there were 3 items; note receivables for OP-2 to write off, but thought they were going to be in December, he will talk to Mrs. Fardanesh and report back at a future meeting. Mrs. Espinoza questioned a \$41,503.69 cash entry to PRLLC. Mr. Cooke explained this was money received for the fire-damaged unit. PRHA will be invoicing PRLLC for management fees owed. Motion to approve the November 2015 Financials made by Mr.Boonstra and seconded by Mrs. Espinoza. The motion passed unanimously.
5. **Approval of December 8, 2015 meeting minutes:** Motion to approve by Mr. Willhoit and seconded by Mrs. Espinoza. The motion passed unanimously.
6. **Old Business:** The Investment Policy provided at the December meeting was revisited for comment and approval. Mr. Fonarow requested the language in the reporting section on pages 3 and page 4 be changed From: The investment consultant... To: If applicable, the investment advisor...Mr. Willhoit stated the federally insured certificates of deposit should be changed from \$100,000. to \$250,000. per institution. Motion to approve the

Investment Policy with the above changes was made by Mr. Willhoit, seconded by Mr. Boonstra, motion passed unanimously.

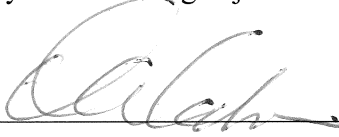
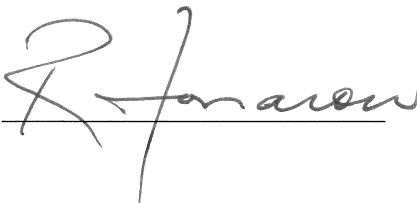
Mr. Cooke reminded the Board Members to provide a bio and photo for our website.

7. **New Business:**

- Item 7a, Audit Committee was tabled for a future meeting.
- Item 7b, HAI Term Life Insurance: Mr. Cooke explained that HAI is offering to all Board of Commissioners, Executives Director, and staff Life Insurance at no cost. Those interested were asked to contact Mr. Weickert with the requested information.

8. Next meeting is scheduled for February 9th at 5:30 p.m. with the possibility of meeting in the new community center.

9. Motion to adjourn made by Mr. Boonstra, seconded by Mrs. Espinoza, motion passed unanimously. The meeting adjourned at 6:35 p.m.

Secretary:  Chairman: 

Date: 2-9-14