

Annual Meeting
Housing Authority of the City of Paso Robles
Board Meeting Minutes
March 8, 2016

Present:	Chairman:	Mr. Bob Fonarow
	Commissioners:	Ms. Sherri Goforth
		Mr. Jason Boonstra
		Ms. Beatriz Espinoza
		Mr. Wes Willhoit
		Mr. Harry Ovitt
		Mr. Tracey Hockett
	Sec/Dir:	Mr. David Cooke
	Recorder:	Ms. Dianne Hanlon
	City Liaison	Mr. Jim Reed
Staff:		Ms. Liz Lopez Byrnes
		Mr. Brent Weickert
		Ms. Betian Webb
Absent:	Commissioners:	Ms. Eloisa Medina

Meeting called to order by the Chairman, Mr. Fonarow at 5:45 p.m.

1. Public Comment: None

2. Welcome/Recognition: Mr. Fonarow acknowledged, and thanked Ms. Goforth for her service on the Paso Robles Housing Authority Board. Ms. Webb recognized Ms. Goforth's support establishing the Oak Park YouthWorks program, extended her gratitude, and presented her with a card made by YouthWork teens. Mr. Cooke thanked Ms. Goforth for her service to the Paso Robles Housing Authority Board, and presented her with a plaque. Ms. Goforth stated how grateful she was to be a part of the Board and how rewarding it was to be a part of the redevelopment of Oak Park. Mr. Fonarow welcomed Mr. Hockett as the newest Paso Robles Housing Authority Board Commissioner. Mr. Hockett introduced himself, and provided The Board a brief bio.

3. City Liaison: Mr. Reed stated things are going well with the new City Manager. The City is currently in salary negotiations. Block grant money has been approved to replace Handicap ramps on 13th street and install lighted crosswalks. The City authorized reconstruction of Spring Street from 1st-10th Street. Mr. Cooke ask if all of Spring Street would be repaired, Mr. Reed stated yes, the work will be done in phases. The City is working with Nacimiento water regarding water allocations from the pipeline, to date, Paso Robles has received a total of 6,500 acre feet of water from the pipeline.

The homeless crisis is still a concern, The City has hired Contractors to clean up the lakebed area due to health and safety concerns.

The City is addressing unregulated vacation rentals in the City.

The City will begin scheduling open forum workshops anyone can attend; these meetings will not be regimented meetings. Decisions on topics cannot be made at these workshops.

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4. Director's Summary Report: Mr. Cooke reported Old Oak Park is 100% occupied, and there are no maintenance issues.

Oak Park 1 is 100% occupied, including the 20 USDA units. There may be a couple vacancies upcoming, there are many on the waitlist to fill the vacancies. There are no maintenance issues to report. The final equity and permanent loans were funded by Alliant, Rabo Bank and USDA; PRHA will begin making monthly payments to Rabo Bank in April. Mr. Fonarow asked the amount of the loan and who the lender is; Mr. Cooke stated the Rabo Bank loan was approximately \$2.1M, USDA perm loan is \$3M, and Equity Investor funded approximately an additional \$10.6M at permanent closing.

Oak Park 2 is complete except for a few minor punch list items. Mr. Fonarow asked if OP2 is ready to be occupied Mr. Cooke stated yes, we have the Notice of Occupancies, and the Notice of Completion. Mr. Cooke also stated there were ten move-ins this week. Mr. Fonarow asked if we would have five or six move-ins per week. Ms. Lopez Byrnes stated the file work-up and interviewing are time consuming five or six may be a high number. Mr. Cooke stated our waitlist is 250 plus. Mr. Fonarow asked when we expect to have OP2 fully occupied. Ms. Lopez Byrnes stated the goal is the end of May. Mr. Fonarow asked who interviews the potential tenants, Ms. Lopez Byrnes stated Jessica and Nora do the interviews and she does the final file review. Ms. Lopez Byrnes explained tax credit properties require continual work, she stated there is also a yearly income recertification requirement for existing tenants, which requires a new application and income review. Mr. Fonarow asked if we have enough staff. Mr. Cooke stated we are considering having our OP2 on-site manager help with income recertification's, the current on-site managers don't have that responsibility. Mr. Ovitt asked what responsibilities the current on-site managers have. Mr. Cooke stated they are primarily responsible for work orders, move-ins, and after hour emergencies. Mr. Fonarow asked what their compensation is, Mr. Cooke stated \$15.00 per hour and free rent.

Mr. Willhoit asked if any Old Oak Park residents are moving into OP2, Ms. Lopez Byrnes stated there was one today, and one last week. These tenants have priority, and received relocation benefits. Mr. Fonarow asked who funds this, Ms. Lopez Byrnes stated there are funds set aside for relocation.

The Open House was discussed, which will be held Thursday, April 7, 2016 from 11:00a.m. to 1:00p.m., all commissioners are invited.

Phase 3 and 4, Mr. Cooke continues to work with the architects and is meeting with landscape architect and underground people next week. The MOU has been sent to Monterey County. Ms. Espinoza ask if we are still working with Monterey on Phase 3, Mr. Cooke stated yes. On Phase 4, PRHA will be sending Request for Qualifications (RFQ), and will start interviewing for new partners. Dick Willhoit and Wes Willhoit will be on the interview board. Oak Park 3 is aiming to apply for Phase 3 Tax Credit in June 2016. If an award is granted we would know by September, and 180 days later we could potentially break ground. If Oak Park 3 doesn't get the tax credit application in, we will have to wait until March of 2017 to apply.

PRHA Financials: Mr. Cooke summarized the financials, stating everything looks good, financials will be reviewed in detail in item 5.

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Tenant Services: Mrs. Webb stated YouthWorks is going strong, students are staying busy, and doing very well. All of our students have graduated from High School and 95% are going on to College, with more and more going to 4-year universities. The Acorns program has a few vacancies, which we hope to fill as OP2 residents move in. Ms. Webb stated she has been writing grants, and met with the County to request funding. Mr. Cooke explained YouthWorks will be in our new building, Acorns will take the old PRHA office, woodworking will move to OP1. The PRHA office will move to the new building the weekend of March 19 and 20. Monday, March 21, PRHA will open for business in the new office. Mr. Ovitt asked if Ms. Webb helps students with scholarships, Ms. Webb stated absolutely.

5. Financials: Financials were reviewed, and discussed, Mr. Ovitt motioned to accept the financials, Mr. Willhoit seconded, the motion passed unanimously.

6. Approval of February 9, meeting minutes: Minutes were reviewed, Mr. Willhoit motioned to approve the minutes, Mr. Ovitt seconded, the motion passed unanimously.

7. Old Business: Mr. Cooke reminded Board Members we still need their Bios and Photos for our webpage. Mr. Ovitt provided his Picture and Bio.

8. New Business:

a. Form 700's were provided to all Board members present, those present completed their forms and turned them in.

b. Nominees for Board Chairman and Vice Chairman: Mr. Fonarow nominated Mr. Ovitt for Board Chairman, and Mr. Willhoit for Vice Chairman.

c. Nomination: Mr. Fonarow motioned to elect Mr. Ovitt as Board Chairman, Mr. Boonstra seconded, the motion passed unanimously. Mr. Fonarow motioned to elect Mr. Willhoit as Vice Chairman, Mr. Ovitt seconded the motion, the motion passed unanimously.

9. Adjournment: Mr. Hockett motioned to adjourn the meeting, Mr. Boonstra seconded the motion, Mr. Fonarow adjourned the meeting at 6:50p.m. Meeting adjourned to the AHPR annual meeting.

Next PRHA meeting is scheduled for 5:30p.m., April 12, 2016, at the Paso Robles Housing Authority Community Center.

Secretary: _____

Vice
Chairman: _____

Date: _____

4/19/16