

**Housing Authority of the City of Paso Robles
Board Meeting Minutes
June 14, 2016**

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

Meeting called to order by Mr. Harry Ovitt at 5:30p.m.

1. Public Comment: None

2. City Liaison Report: None

3. Director's Summary Report:

Old Oak Park, currently has 6 vacancies due to residents moving into Oak Park 2. We expect to have 4 move-ins by the end of June. There are no major issues at OOP, and security activity has been calm.

Oak Park 1, currently has 2 vacancies, with 2 additional move-outs by the end of June, however; we expect to be 100% occupied by the end of the month July, we have many replacements on our waiting list. There are no major issues at OP1. Mr. Ovitt asked when leasing started at OP1? Ms. Lopez Byrnes stated August 2014.

Oak Park 2, currently there are 39 occupied units, leasing has been slower than anticipated. Mr. Cooke stated we recently, hired Ms. Nicole Brown, as the OP2 site manager. Ms. Brown will also help with the leasing process. Mr. Cooke also stated we hired a new maintenance technician, Mr. Hallen Freitas, who brings a lot of maintenance experience to Oak Park. Mr. Fonarow asked if leasing was going slower due to staffing challenges? Mr. Cooke stated there is a lot going on with staff which consequently has slowed down the processing; Old Oak Park vacancies, OP1 recertification's, hiring of OP2 on-site manager, and the new maintenance technician, and the OP2 leasing process. Ms. Espinoza asked if the application process was part of the hold up? Mr. Cooke explained there are a lot of factors to consider in the application process, which makes them very time consuming.

Phase 3 & 4, not much has changed since our May Board Meeting. The HASLO PBV issue is still unresolved. We will not be submitting CTCAC applications in 2016, we hope to have funding sources in order to submit applications in March 2017. Mr. Cooke spoke to HUD regarding the PBV issue with HASLO, HUD said if there was not written agreement with HASLO they are not required to provide additional PBV's. Ms. Espinoza asked why March would make a difference? Mr. Cooke stated March is

Housing Authority of the City of Paso Robles Board Meeting Minutes June 14, 2016

the next round for submitting TCAC applications. Mr. Fonarow referenced the April Board Minutes regarding the PBV issue with HASLO and asked what came of Mr. Cooke and Ms. Warren's meeting with Mr. Smith from HASLO? Mr. Cooke stated he sent several e-mails and tried to set up a meeting with HASLO, but HASLO was not responsive. Mr. Cooke stated losing HOME money of \$500,000., SLO Housing Trust money of \$400,000., and the no PBV's likely hurt our tie breaker scores, but we continue to look for other funding sources. Mr. Cooke stated USDA is coming out with a new source of funding, and we are still hoping for more PBV's Mr. Fonarow asked if there was a way to get around HCD, and USDA? Mr. Cooke stated that Affordable Housing funds (soft monies) are hard to get right now, and everyone is competing for the same sources of money. Mr. Cooke also stated once we have a new partner on board we can start submitting new applications for other sources of funds. Request for Qualifications (RFQ's) for phase 4 were sent to 5 developers, and are posted on our website for any interested parties. The RFQ's are due by June 24, once received, the committee will review, conduct interviews, and have recommendations by the July Board Meeting.

PRHA Financial Summary, reviewed with the Board, noting; cash balance down a little, overall, YTD net income reflects we are doing well. Detailed information was provided in packet.

Tenant Services programs; YouthWorks, Acorns and Senior resident services are going strong. A copy of the June Oak Park Newsletter, and community room calendar were provided in the packet. Mr. Fonarow asked if Tenant Services extended to the Chet Dotter senior project? Mr. Cooke stated, yes and that Ms. Webb coordinates the residents' services for that project as well. Ms. Medina stated there is currently a health services program being provided to the seniors, which Ms. Webb coordinated. Mr. Ovitt asked if there is a no alcohol rule when renting the community room? Ms. Lopez Byrnes stated yes; no alcohol, and no smoking on the property, the same rules as in the unit rental agreement.

4. Financials: Mr. Weickert reviewed the Financials, Mr. Cooke summarized; year to date and budget to date we are only off by a small amount, just hundreds of dollars. Mr. Willhoit motioned to approve the financials, Ms. Espinoza seconded the motion, the motion passed unanimously.

5. Minutes from the April 19, 2016 meeting: The minutes were reviewed by the Board, one correction was noted; Mr. Willhoit's name was spelled incorrectly on the front page of the minutes. Mr. Willhoit motioned to approve the minutes, Ms. Medina seconded the motion, the motion passed unanimously.

6. Old Business:

6a. Request for Qualifications (RFQ's) were sent to 5 potential Affordable Housing Development Companies. We received a declination from National Core, and CHISPA. Mr. Fonarow asked why they declined? Mr. Cooke stated they have other projects going on. Mr. Cooke stated we expect to get packets from Peoples Self Help Housing, and Real Estate Development Services (REDS), at this time we have not heard from HASLO. The Application deadline is next week, June 24. The committee expects to have recommendations at our July meeting.

6b. New Employees; Nicole Brown, OP2 On-Site Manager, and Hallen Freitas, Maintenance Technician were introduced during the Director's Summary Report (DASH).

**Housing Authority of the City of Paso Robles
Board Meeting Minutes
June 14, 2016**

7. New Business:

7a. PRHA 2016-2017 Budget: Mr. Weickert and Mr. Cooke presented a power point presentation, and provided the Board with a detailed hand-out of the budget. Mr. Weickert summarized the prior and current year budget, and provided projections for EOY 2016. The proposed 2017 budget was reviewed and discussed by the Board. Mr. Fonarow motioned to approve the budget, Mr. Willhoit seconded the motion, the motion passed unanimously.

7b. PRHA Forecast: A 4-Year Cash Flow Forecast was provided and reviewed by the Board. Mr. Fonarow questioned the increase administrative salaries. Mr. Cooke explained this is related to the increase in staff, and possibility of hiring additional staff over the 4-year period.

7c. 2013 Enterprise Forecast & PRHA 3yr. Comparison: A hand-out of Forecast and Comparison information was provided to, and reviewed with the Board. Mr. Cooke stated Scenario 1 of the Enterprise Forecast most closely relates to PRHA's 3yr. Comparison.

7d. PRHA Investment Summary and Proposal: The Board received a copy of the Investment Proposal, which Mr. Weickert reviewed. PRHA is proposing a \$250,000., investment under Operating Fund guidelines, and a \$750,000., investment of the funds under the Program Reserve Fund guidelines, noting both are conservative investment guidelines. Mr. Fonarow asked if Mr. Cooke and Mr. Weickert will make investment recommendations. Mr. Cooke stated, yes, at next month's meeting specific investment recommendations will be presented, and voted on at that time. Mr. Ovitt stated Money Market, Government Bonds, and Mutual funds should also be considered.

8. Adjournment:

8a. Next scheduled meeting is July 12, 2016, 5:30p.m. at the Paso Robles Housing Authority Community Room.

8b. Mr. Fonarow motioned to adjourn the meeting, Ms. Medina seconded the motion, the Meeting adjourned at 6:40p.m.

Secretary: 

Chairman: 

Date: 7/12/16