

**Housing Authority of the City of Paso Robles
Board Meeting Minutes
July 12, 2016**

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

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

1. **Public Comment:** None

2. **City Liaison Report:** Mr. Strong reported the following:

The City has adopted a 2-year budget, which is subject to annual revision(s).

The City approved a 300-unit development called Traditions, and an additional development, near Walmart called Oak Hill, which is currently under construction and open for sale.

The State is proposing the automatic issuance of low/moderate income housing development permits to developers simply upon the developer's request. The City of Paso Robles, along with the League of Cities is opposing this effort by the State.

Mr. Strong has been appointed by the National Association of Regional Council to serve another 2-year term as the Councils' representative for the United States. Mr. Strong has been appointed local Councils' Transportation Chair. For the first time in a decade, The Council received a 5-year transportation plan, however, no budget was provided. The current gas tax revenue is failing due to an increase in fuel efficient vehicles. Wear and tear on the roads continues, and repairs are needed.

Mr. Ovitt asked if there are plans to repair or redesign Paso streets? Mr. Strong stated, in order to receive Federal and/or State Funds Cities are required to comply with the "Complete Streets Program" which states there must be adequate space for Handicap access, pedestrians, bikes, ADA vehicles and traffic. If Cities cannot comply with Complete Streets guidelines they will not be awarded funding.

Mr. Cooke ask if the City will increase watering guidelines from 2 days to 3 days? Mr. Strong stated Paso Robles will be increasing their watering guidelines.

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3. Director's Summary Report:

Old Oak Park, currently has 2 vacancies, we have qualified new tenants, and expect move-ins by the end of July. Major work was required in some units before they could be rented.

Regarding PRLLC, Mr. Cooke and Ms. Warren of HCD discussed removing HCD as the Managing Member of PRLLC, and replacing AHPR as the Managing Member. Attorney Marilyn Jacobs, and Mr. Cooke have reviewed the PRLLC documents, and are moving forward with an agreement, which has been sent to HCD for execution.

Oak Park 1, currently has 4 vacancies, 2 additional tenants have given notice. We are in the process of identifying new tenants, and expect move-ins and 100% occupancy by the end of July. There are no major issues at OP1. Mr. Ovitt asked if the turnover rate is an expected rate for this time of the year? Mr. Lopez Byrnes stated the 1-year recertification process could be a factor. Recertification, can result in rent amounts going up due to changes in tenant income and/or changes to their subsidy. Some tenants have advised us they are moving out of state, and some don't state a specific reason. Mr. Cooke will consider compiling a chart of move-outs throughout the year to provide at a subsequent meeting.

Oak Park 2, currently there are 42 (+/-) units leased. The lease-up process is running a little longer than anticipated. The OP1 recertification process has impacted the OP2 lease processing. Ms. Lopes Byrnes stated she approved 4-OP2 applications today, and on Friday, we have a large group of move-ins. Mr. Willhoit asked if recertification processing is as lengthy and time consuming as initial leasing? Ms. Lopez Byrnes stated yes, the recertification process is much the same as processing an initial lease application.

Mr. Fonarow asked what the On-site Managers do that off-sets their free rent? Mr. Cooke stated they walk the property, clean around the area, note any issues in need of repair, some do light maintenance, help with move-in/move-outs. Mr. Fonarow ask if tenants have their phone numbers? Ms. Lopez Byrnes stated yes, tenants know they are their go to person(s) and are available to tenants 24/7 for emergency issues. Mr. Cooke also stated the OP2 On-site Manager has office hours, 4 hours a day to assist with application processing. Mr. Cooke stated Ms. Medina is the Old Oak Park On-site Manager.

Mr. Ovitt asked if the new \$15.00 minimum wage law will affect the section 8 subsidy amounts? Mr. Cooke stated the tenant will still be required to pay 30%, subsidies will adjust accordingly.

Phase 3 & 4: No changes with Phase 3, Mr. Cooke is still working with HCD to prepare for submittal of CTCAC application next year. Phase 4; Three RFQ's were submitted for consideration; REDS, PSSH, and HASLO. After review of each packet, HASLO has been removed from consideration. The committee will interview REDS, and PSSH.

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Financial Summary: Mr. Cooke summarized the financials as follows; YTD there is an approximate loss of \$24,000., this amount will continue to fluctuate throughout the year. Cash balance is in good shape; assets are up due to the purchase note from Phase 2.

Tenant Services: Ms. Webb stated there are currently 10 different programs being offered, with more to come. Both youth programs; YouthWorks and Acorns have moved into their new locations. Ten of our youth graduated from high school this year, 5 were accepted into college. Thirty-seven 8th graders promoted to high school. Ms. Webb welcomed any Board members that would be interested in providing mock interviews for students.

The community room is being utilized by tenants, and community members offering tenant services such as; Dignity Health, Hispanic Business Association, and The Mexican Consulate. Board member, Mr. Hockett, spreading the word about Oak Park's student programs to school district principals/personnel in an effort to assist with student achievement. Mr. Ovitt asked if we are getting requests from outside sources to use our community room? Ms. Webb stated we need to limit the room to tenant use only, and noted we cannot rent the room for a profit due to tax credit law.

Ms. Webb reported the receipt of a \$5,000. United Way grant, and stated a grant application was recently submitted to Rabobank for \$10,000. Ms. Webb stated she applied for a Wells Fargo Grant, unfortunately, we were not awarded the Grant. Ms. Webb asked the Board to notify her if they hear of any grant availability. Mr. Strong recommended the use of Grant Tracker. Mr. Fonarow complimented Ms. Webb on working within her budget, her efforts, and achievements as the Director of Tenant Services.

4. Financials: May 2016; Mr. Weickert reviewed the financials; explained the May deficit is a little high due to our current vacancies. With year-end complete, Mr. Weickert is currently working on accruals, making sure they are placed correctly. Monterey was to reimburse us for two-thirds of the legal fees related to OP2, however, they have not provided the full two-thirds they agreed upon. Mr. Cooke continues to work on collecting the full amount promised from HCD. Mr. Ovitt suggested a closed session to discuss potential litigation. Mr. Willhoit motioned to approve the financials, Ms. Medina seconded, the financials were approved unanimously.

5. Minutes of June 14, 2016: The Minutes were reviewed by the Board. Mr. Fonarow motioned to approve the Minutes, Ms. Espinoza seconded, the Minutes were approved unanimously.

6. Old Business:

6a. RFQ-Committee recommendation: Mr. Cooke provided a revised RFQ memorandum to the Board. The revised memo was reviewed with the Board. Mr. Willhoit explained that RFQ candidate REDS was the top contender. REDS has development experience with 7000 units, and provided the committee with a very professional packet, which included comprehensive

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answers to the 18 questions proposed. It is the recommendation of the committee to approve REDS as the Phase 4 development partner. Mr. Willhoit motioned to approve the recommendation, Mr. Fonarow seconded the motion, the motion passed unanimously.

6b. PRHA Investment interim proposal: Mr. Weickert reviewed the Investment proposal with the Board. Mr. Fonarow suggested all funds be invested in Medium-Term Fund vs. splitting between Short-Term and Medium-Term. Mr. Fonarow motioned to approve the investment proposal, investing all funds in Medium-Term Funds, Ms. Medina seconded the motion, the motioned passed unanimously.

7. New Business: No new business at this time.

8. Adjournment:

8a. Date of next meeting is to be determined. Mr. Fonarow suggested no meeting in August, re-convening in September with the possibility of a closed session only in August. Mr. Cooke will contact the Board regarding the date of the next meeting.

8b. Mr. Ovitt adjourned the meeting at 6:44p.m.

Secretary: 

Chairman: 

Date: 9/13/16