

**Housing Authority of the City of Paso Robles
Board Meeting Minutes
September 13, 2016**

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

Meeting called to order by Mr. Harry Ovitt at 5:35p.m.

1. Public Comment: None

2. City Liaison Report: Mr. Strong reported the City is having its best permit year since the 1990's; The Spring Street project is moving along with; sewer, water and gas lines are being enlarged or replaced. The City Council is working on creating an Airport Commission, and on the Prop. 64 initiative.

3. Director's Summary Report:

Old Oak Park (OOP)-Mr. Cooke stated OOP is 100% occupied. There are still continuous maintenance issues and utilities are still costly. Due in large part that PRHA pays all utilities for the residents. To offset some of the utility costs, rents are increasing by 5% effective October 1, 2016.

Oak Park 1 (OP1)-There are 5 vacancies in OP1, which should be filled by the end of October. Mr. Ovitt asked how long USDA agreement with PRHA is in effect, Mr. Cooke stated 55 years. Mr. Cooke reported the Asset Manager was recently on-site, and very impressed with OP1. Ms. Espinoza asked if they will provide a written report of their visit. Ms. Lopez Byrnes stated a report would be provided to Monterey, and we should be able to get a copy of the report.

Oak Park 2 (OP2)-OP2 is 100% occupied. There was a fire at 2915, causing \$38,000.00 damage, mainly water damage from the fire sprinklers. Mr. Ovitt asked if insurance covered the damage. Mr. Cooke stated we have a \$5K deductible, the balance was covered by insurance. Mr. Ovitt asked if we require renter's insurance, Mr. Cooke stated we cannot require it, but it is highly recommended to each tenant.

Phase 3 and 4-Mr. Cooke stated PRHA will not be partnering with HDC on Phase 3. A Letter of Termination was sent to HDC today. Phase 4 partners were selected; REDs and CCHC. PRHA has had two face to face meetings with the new partners. Another meeting is scheduled for September 26, which will include meeting with Paso Robles City Officials. Mr. Cooke stated the goal is to submit Phase 3 and 4 TCAC applications at the same time in March 2017. Since Phase 4 is slotted to be a Senior complex, both TCAC applications can be submitted at the same time.

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Resident Services-Mr. Cooke stated Resident Services is staying very busy; the student farm is producing a lot of vegetables, Ms. Webb, and staff have been working with the Food Bank to distribute vegetables to the community. YouthWorks and Acorns are back in sessions, Dignity Health will be on-site September 25, and the Mexican Consulate will be on-site October 22 and 23 providing community outreach services. YouthWorks will assist with the planned events.

Old Oak Park Vacancy Analysis-Mr. Weickert reviewed the handout with the Board.

4. Financials: Mr. Weickert reviewed the financials for fiscal year ending June 30, 2016, and end of month July 31, 2016. Mr. Hockett motioned to approve the financials, Ms. Medina seconded the motion, the motion passed unanimously.

5. Approval of July 12, 2016 minutes: The minutes were reviewed by the Board. Mr. Hockett motioned to approve the minutes, Ms. Espinoza seconded the motion, the motion passed unanimously.

6. Old Business: Old business was reviewed during the Directors Report, (see item 3.)

7. New Business:

7a. HDC Draft Termination Letter was reviewed and discussed by the Board. Mr. Cooke stated the actual letter was sent to Ms. Warren at HDC today via e-mail and US mail.

7b. Memorandum for Addendum was reviewed and discussed by the Board. Mr. Hockett motioned to approved the Memorandum, Ms. Espinoza seconded the motion, the motion passed unanimously.

8. FYI:

8a. OP1 and OP2 August Tenant Services document was reviewed by the Board.

8b. September Oak Park Newsletter was reviewed by the Board.

9. Adjournment:

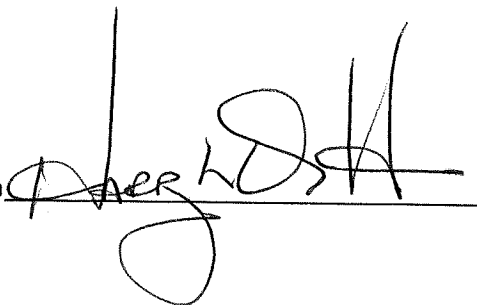
9a.-PRHA meeting Adjournment-Mr. Ovitt, adjourned the meeting at 6:30p.m. The next scheduled meeting is Tuesday, October 11, 2016, 5:30p.m., at the Paso Robles Housing Authority Community Center.

9b.- Adjourn to AHPR Board meeting

Secretary



Chairman



Date

10/13/16