

**HOUSING AUTHORITY OF THE CITY OF PASO ROBLES  
BOARD MEETING MINUTES  
OCTOBER 11, 2016**

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

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

**1. Public Comment:** None

**2. City Liaison Report:** None

**3. Director's Summary Report:**

**Old Oak Park (OOP)** - Mr. Cooke stated OOP rents were increased effective October 1. OOP currently has one vacancy, due to an eviction. OOP is expected to be fully occupied by the end of the month.

**Oak Park 1 (OP1)** - Currently, there are 4 vacancies in OP1, 2 are USDA units. One PBV unit, one tax credit unit, and one of the USDA units are expected to be occupied by the EOM. This will leave only one vacancy at EOM October. All solar units in OP1 were washed. There are no outstanding maintenance issues.

**Oak Park 2 (OP2)** - OP2 is 100% occupied. The permanent lender California Community Reinvestment Corporation (CCRC) has started the conversion to a permanent financing. Mr. Cooke stated the conversion should be complete by the end of the year or early 2017. There have been some plumbing issues in OP2. Ms. Lopez Byrnes stated there was no water when the plumbers completed construction at OP2, therefore, the plumbers weren't able to test the system, which could be the reason plumbing issues were not found and addressed until now.

**Phase 3 and 4** - Mr. Cooke stated predevelopment work continues for phase 3 & 4. PRHA's development team, REDs team, and the Architect continue to move forward. A Request for Qualifications (RFQ) has been posted on our website. Builders Exchange, and several General Contractor Services, have been notified. Responses are due no later than October 28. PRHA met with City planning staff and submitted a request for deferral of building and impact fees. PRHA is in the process of submitting an application for Phase 3 building permits. In meeting with the City, it was brought to PRHA's attention that Title 24

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regulations are changing in 2017, which will make permits more expensive, and restrictive. If PRHA can apply by the end of 2016, the 2016 guidelines will still apply, which is our goal.

It is also the goal of PRHA to apply for TCAC round 1 funding by March 2017. REDS advised of changes in TCAC regulations that could impact the phasing of projects and effects on developer fees. Submitting an application for multiple phases at one time, which may decrease the amount of developer fees available per phase. This could mean Phase 3 and Phase 4 would have to be submitted separately in order to maximize our developer fees. However, we may request an exception to the rule from TCAC to waive the rule for Oak Park 3 & 4. A finance consultant specializing in TCAC has been hired to assist with this issue.

Monterey County Housing Development Corporation (HDC), was sent a Termination letter from Dave, drafted by Attorney Jon Goetz, notifying them PRHA will not partner with HDC on phase 3 or 4. Ms. Warren, of HDC responded to the Termination letter requesting additional conditions. Ms. Warren's additional conditions were not present in the original Property Dispositions Agreement with HDC. The original Disposition Agreement stated HDC would convey their interest back to AHPR when specific conditions were met. AHPR met the conditions of the original Disposition Agreement months ago, however, Ms. Warren has delayed conveying their interest back to AHPR. Mr. Cooke, Mr. Wes Willhoit, Mr. Dick Willhoit, and Mr. Goetz are drafting a reply letter to Ms. Warren, which is also being sent to HDC's Board of Directors addressing these issue. Mr. Cooke, stated Mr. Goetz stated this may lead to arbitration before being finalized.

PRHA has ordered market studies, and appraisal reports for both phases of Oak Park 3 & 4 that should be received by the end of October. PRHA is considering the following funding sources; SLO County HOME Funds, SLO Housing Trust Funds and AHP funds from The Federal Home Loan Bank. In addition, PRLLC will carry back a seller note for the purchase amount and request from the City of Paso Robles for a deferral of building and impact fees.

Regarding phase 4, The agreement with REDS, and CCHC have been executed.

**Resident Services** - Mr. Cooke stated Resident Services is staying very busy. Ms. Webb is making a lot of community connections, bringing resident services to the Oak Park Community. YouthWorks students have been busy with Science, Technology, Engineering, Math, and job skills. Study hall is provided 5 days a week, high school students provide tutoring during study hall. Students are utilizing the computer lab for homework assignments, the YouthWorks farm has produced 241 pounds of fresh vegetables, which provides food to the Oak Park Community. Also, a local volunteer is teaching a salsa dance weekly.

Budget and enrollment information for YouthWorks and Acorns will be provided on a quarterly basis starting with the January Board meeting.

**4. Financials:** Mr. Ovitt asked if the financials could be representative of the month end just prior to the Board meeting. Mr. Cooke stated financials always run about a month behind, due to the time it takes the Director of Finance to compile all necessary data for the Board meeting.

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Mr. Cooke reviewed the financials, noting we are doing a little better than current Budget to date than projected. Cash compared to last year there is approximately \$100k to the good. Mr. Ovitt asked about the investment discussed in a prior meeting, Mr. Cooke referred to a \$901k deposit into CalTrust. Mr. Willhoit questioned a couple of losses on the P&L, Depreciation and Gain/Loss in investments. Mr. Cooke will review this question with Mr. Weickert and provide information to the Board at our November meeting. Mr. Fonarow asked about the addition of footnotes on the financials. Mr. Willhoit motioned to approve the financials, Mr. Fonarow seconded the motions, the motion passed unanimously.

**5. Approval of September 13, 2016 minutes:** The minutes were reviewed by the Board. Mr. Willhoit motioned to approve the minutes, Mr. Hockett seconded the motion, the motion passed unanimously.

**6. Old Business:** Mr. Fonarow requested clarification on item 6a. Mr. Cooke explained at the September 13, 2016 Board meeting, the Board approved a memorandum dated September 13, 2016, which allows Mr. Cooke to amend the existing agreement with REDS for phase 4 to include phase 3. Once 30 days have passed since the Termination Agreement with HDC was sent will allow Mr. Cooke to amend the agreement with REDS to include phase 3.


**7. New Business:** New Business was discussed in item 3a., see item 3a above.

**8. Adjournment:**

**a.-PRHA meeting Adjournment** - Mr. Ovitt, adjourned the meeting at 6:22p.m. The next scheduled meeting is Tuesday, November 8, 2016, 5:30p.m., at the Paso Robles Housing Authority Community Center.

**b.- Adjourned to AHPR Board meeting**

Secretary



Chairman



Date

11/8/16