

**HOUSING AUTHORITY OF THE CITY OF PASO ROBLES**  
**BOARD MEETING MINUTES**  
**November 8, 2016**

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

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

**1. Public Comment:** None

**2. City Liaison Report:** Mr. Fred Strong reported the airport advisory committee has become a 7-member airport commission. Mr. Ovitt asked if members are all local residents. Mr. Strong stated there was a need for individuals knowledgeable in transportation, therefore; some applicants and ultimately commissioners are from outsider the area. Mr. Strong stated 4 of the commissioners are locals.

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

**Old Oak Park (OOP)** - Mr. Cooke stated OOP is fully occupied.

**Oak Park 1 (OP1)** - Currently, there are 5 vacancies in OP1, with 2 additional becoming vacant due to evictions. Three of the vacant units are USDA units. We expect to have only 2 vacant units by the end of the month. Staff is working hard to fill vacancies. Mr. Cooke stated the process is lengthy, and qualifying is about a 4 to 1 ratio, many do not qualify. There are 393 applicants on the OP1 waiting list. One maintenance issue; a water leak, which resulted in large increase in our water and sewer charges, however, the City, upon written request issued partial credit on the sewer charges.

**Oak Park 2 (OP2)** - Currently there is one vacancy in OP2, staff is working to fill. There are 114 applicants on the OP2 waiting list. Mr. Willhoit asked if the OP1 and OP2 waiting lists are separate, Ms. Lopez Byrnes explained they are separate, and applicants must apply for each property to get on its waiting list. Mr. Cooke stated OP2 is in conversion period from construction lender to permanent lender, which requires 90 days of 100% occupancy for this to happen, HDC is handling this process.

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**Phase 3 and 4** – Information on Phase 3 & 4 to be discussed in item 7, New Business.

**Resident Services** – Mr. Cooke stated the YouthWorks farm produced 105 pounds of fresh vegetables, which were distributed to Oak Park families. Acorns is running 5 days a week, and YouthWorks is running 6 days a week. Both programs are very busy providing homework help, healthy snacks, character building, and job skills. Ms. Webb has organized several events/activities in the Oak Park Community Center; Tuesday night dinners and sharing resources among Spanish speaking families, 4-H presented curriculum in Science, Technology, Engineering and Math (STEM), The Mobile Mexican Consulate was on site for 2 days assisting families with obtaining documents; birth certificates, passports, marriage certificates, and Oak Park held its first Oak Park Olympics. Fifty Oak Park residents ages 5 and up attended this event, it was a big success. Mr. Fonarow asked if the Mexican Consulate was funded by Mexico, Ms. Lopez Byrnes stated yes. Ms. Espinoza stated she attended the 4-H STEM event, stating it was a very nice event, and noted students from Cal Poly assisted with the event. Ms. Espinoza stated there are a lot of great things happening at YouthWorks.

**4. Financials:** Mr. Weickert reviewed the financials stating income is up approximately \$15,000 and expenses are down approximately \$12,000. Mr. Weickert stated overall PRHA is on the positive side by approximately, \$26,000 year- to-date compared to budget. Mr. Cooke addressed Mr. Willhoit's question from the October 11, 2016 Board meeting regarding a negative \$17,000 entry on the financials. Mr. Weickert explained this reflects market fluctuation in the Cal Trust investment account stating the account is priced to the market each month. Mr. Fonarow asked what the rate is on this investment, Mr. Weickert stated it is approximately 1%. The account opened the last day of July 2016, currently the net asset value is down approx. \$640 but is up approx. \$1800 overall. Mr. Fonarow asked if it was an equities investment, Mr. Weickert stated it is all bonds.

**5. Approval of October 11, 2016 minutes:** The minutes were reviewed by the Board. Mr. Willhoit motioned to approve the minutes, Mr. Fonarow seconded the motion, the motion passed unanimously.

**6. Old Business:**

**Item 6a** on the agenda stated it was an approval item, which was an error, item 6a is informational only. 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 that allowed Mr. Cooke to amend the existing agreement with REDS for phase 4 to include phase 3.

**Item 6b**, regarding termination status with HDC was discussed in closed session.


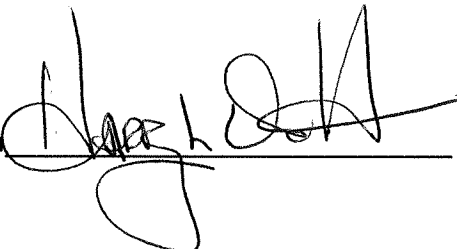
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**Item 6c**, regarding an RFQ for General Contractor Services. Mr. Cooke reviewed the memorandum with the Board, recommending approval of Ashwood Construction as the General Contractor for Phase 3 and 4. Mr. Fonarow motioned to approve Ashwood, Mr. Hockett seconded the motion, the motion passed unanimously.

**7. New Business:** Mr. Cooke provided the Board with a memorandum that updated Oak Park Phase 3 and Oak Park 4 pre-development status, which described the development process and status of Phase 3 and 4 to date. The memorandum was reviewed with the Board. Mr. Cooke also stated an appraisal and market study have been ordered for Phase 3 and 4, which should be back by next week.

**8. Closed Session:** Board adjourned to closed session at 6:25p.m. and re-adjourned at 6:40p.m., no action was taken in closed session.

**9. Adjournment:** Mr. Ovitt adjourned the meeting at 6:45p.m. The next scheduled meeting is December 13, 2016 at 11:00a.m. This meeting to be followed by a Holiday Luncheon in the Oak Park Community Room.

Secretary  Chairman   
Date 12/13/16