

**HOUSING AUTHORITY OF THE CITY OF PASO ROBLES
BOARD MEETING MINUTES
January 10, 2017**

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

Meeting called to order by Mr. Harry Ovitt at 5:31 p.m.

1. Public Comment: None

2. City Liaison Report: None

3. Director's Summary Report:

Old Oak Park (OOP)/Paso Robles Limited Liability Corporation (PRLLC) – 100% occupied no major issues to report. Mr. Cooke stated there is some concern regarding the cash flow when OOP is demolished, which may affect YouthWorks (YW) as YW is partially funded through OOP revenue. Alternative funding sources are needed. RE: PRLLC; HDC still has not conveyed their Managing Member interest over to AHPR, more on this topic in item 6b. below.

Oak Park 1 (OP1) - There are three vacancies in OP1 all three are USDA units. Staff is working to fill the vacant units. No major issues at this time. Mr. Cooke advised the Board of a recent TCAC audit. One minor item noted was a missing form from the majority of the units, which Monterey stated was not need, apparently, that was incorrect information. PRHA is in the process of obtaining the needed document. No major audit exceptions were noted.

Oak Park 2 (OP2) – 100% occupied. Monterey is still working on converting to permanent financing.

Phase 3 and 4 –PRHA is on track to submit TCAC application in March. The Development team continues to meet weekly. Last week the meeting included many of the sub-contractors and was a productive meeting. Currently, the team is fine tuning costs, and looking at tiebreaker scoring items to help win the allocation. In February, PRHA will meet with the City to discuss deferral fees of \$999,423 +/- . PRHA received HOME funds of \$241,000. Ms. Espinoza asked if

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that was the amount requested. Mr. Cooke, stated no, the original request was \$500,000. PRHA, has also requested funds in the amount of \$400,000 from SLO Trust Fund. This request should go before their Board this week. Mr. Ovitt, stated when Phase 3 starts, all of OOP will be demolished. Mr. Cooke, explained, all of OOP is on a master meter, which is not cost effective to move, this dictates all of OOP being demolished at the start of Phase 3.

Phase 4 is currently on hold.

Resident Services – Mr. Cooke, stated Resident Services has been very busy, many people are requesting to use our facilities. When OOP is demolished, there will be an effect on YouthWorks funds, alternate funding sources are needed. The YouthWorks budget is approximately \$120,000. Ms. Espinoza asked if the State could provide funds. Mr. Cooke stated TCAC funds from OP1, and OP2 do fund Resident Services. Ms. Espinoza asked if YW has a non-profit ID. Mr. Cooke stated, there have been discussions about making YW its own non-profit. Currently, YW is under AHPR which is a 501 (c) (3).

4. Financials:

4a. November Financials - Mr. Weickert reviewed the financials with the Board; income is up, expenses are down, the net loss is less than last year. Overall, PRHA is staying ahead of budget. Mr. Fonarow asked; at what point will expenses not exceed budget? Mr. Cooke stated part of the income deficit is due to developer fees due us from HDC for OP1 and OP2. Ms. Espinoza asked when we expect monies from HDC. Mr. Cooke stated he has a meeting with Starla to discuss the developer fee issue, and noted regarding OP2, we should receive developer fees when the OP2 loan converts to permanent financing, which HDC is working on.

5. Approval of December 13, 2016 minutes - The Board reviewed the minutes. Mr. Fonarow asked if the meeting with the Police Chief took place. Mr. Cooke stated, yes, PRHA has offered to provide a portable on property to the Police Department for use as a sub-station. The Police Chief will discuss the option with the City Manager, and report back to PRHA. Mr. Willhoit motioned to approve the minutes; Ms. Espinoza seconded the motion, the motion passed unanimously.

6. Old Business:

6a. Approval of Bowman and Company Contract - Mr. Cooke reviewed the memorandum with the Board. Mr. Willhoit asked if we got proposals. Mr. Weickert stated the plan is to get proposals after year 2016/2017. Mr. Cooke stated previously, they did put out a request for bids and received 3-4 responses, including Bowman. Mr. Cooke stated, Bowman has the most knowledge in our industry. Ms. Espinoza suggested going with Bowman through completion of Phase 3 and 4. The Board recommended approving the Boman contract through the 2018/2019

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year. Prior to the 2019/2020 audit year, PRHA will put out a request for bids for new auditors. The Board also stated Bowman, would not be excluded from placing a bid.

6b. Current Status with HDC – PRHA’s attorneys have written an agreement, requesting HDC convey their managing interest back to OP3. PRHA’s attorneys are working with HDC’s attorneys to finalize the agreement. As of this date, HDC has not executed the agreement, and has come up with new issues PRHA and attorneys will address.

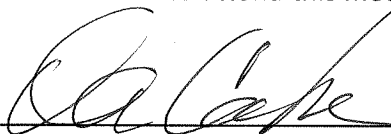
6c. Phase 3 status update – OP3 status update was discussed during the Directors Summary Report, see item 3 above.

7. New Business: None

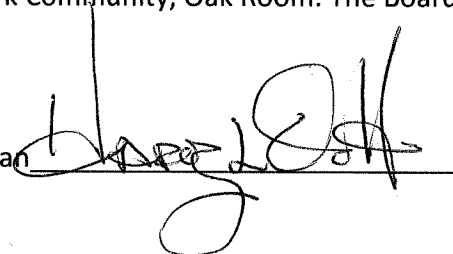
8. FYI: PRHA’s use of Constant Contact email blasts/notifications were discussed with the Board. Mr. Cooke inquired as to whether or not the Board received the emails. Several Board members acknowledged receiving the blasts, some had not, but will check into it further.

9. Adjournment: Mr. Ovitt adjourned the meeting at 6:29 p.m. The next scheduled meeting is **Wednesday, February 15, 2017** at 5:30 p.m. in the Oak Park Community, Oak Room. The Board would like to invite REDs to attend this meeting.

Secretary



Chairman



Date

