

**HOUSING AUTHORITY OF THE CITY OF PASO ROBLES  
BOARD MEETING MINUTES  
June 13, 2017**

<b>Present:</b>	Chairman:	Mr. Harry Ovitt
	Vice Chairman:	Mr. Wes Willhoit
	Commissioners:	Mr. Tracey Hockett Mr. Earl Ward Mr. David Anderson Ms. Beatriz Espinoza
	Sec/Dir:	Mr. David Cooke
	Director of Finance:	Mr. Brent Weickert
	Staff:	Liz Lopez Byrnes
	Recorder:	Ms. Jessica Aguilar
	City Liaison:	Mr. Steve Martin
	Staff:	Ms. Amanda Mansfield
<b>Absent:</b>	Staff:	Betian Webb

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

1. **Public Comment:** None
2. **Introduction of Amanda Mansfield, our new Administrative Assistant.**  
The Board welcomed Ms. Mansfield and Mr. Cooke reported that Ms. Mansfield will start employment with Paso Robles Housing Authority on 6/19/17.
3. **City Liaison Report:** Mr. Martin reported on the latest developments with the city.
4. **Consent Agenda:** Mr. Hockett motioned to approve consent items, Mr. Anderson seconded, the motion passed unanimously.
  - a. **Financials:**
  - b. **Approval of May 9, 2017 minutes**
5. **Director's Summary Report:**
  - a. **Old Oak Park (OOP)/PRLLC:** Mr. Cooke reported there is currently one vacancy. Most likely the vacant unit will remain vacant due to condition and cost to repair. The unit makes it not cost effective to do any repairs, especially with Phase 3 getting funded and units being vacated over the next 3-4 months.  
**Side Note:** Mr. Cooke reported that the HA will need to amend the HUD Disposition Agreement, in order to continue with Phase 3. This is just a matter of procedure. Mr. Cooke will need to request another Amendment / Extension

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with HUD / SAC in Chicago to approve another extension until June 2020, hopefully the HA will have fulfilled all requirements of the HUD Disposition Agreement by that date.

- b. **Oak Park 1 (OP1):** Currently OP1 has one USDA vacancy but staff is working on filling this vacancy. Mr. Cooke reported recent plumbing issues in OP1 caused by a common problem of tenants putting grease down drains.
- c. **Oak Park 2 (OP2):** Currently OP2 has two vacancies but staff is working on filling these vacancies and plans on filling the vacancies by the end of the month or early July 2017.
- d. **Phase 3 and 4:** Mr. Cooke briefly reviewed 2017 First Round Final Approved Recommendations sheet to demonstrate tiebreaker scores against other rural projects. He also noted that AHPR/CCAH will modify OP-3 as an Equity Partner is admitted to the LP.
- e. **Resident Services:** With the absence of Ms. Webb, Mr. Cooke reported that the Mexican Consulate came to provide services utilizing the big community room on June 10, 2017 and several hundred people attended. When Phase 3 is demolished, YouthWorks will have some logistic issues because the woodshop program will not be able to continue unless we find an alternative facility. We could possibly use the modular on 34<sup>th</sup> St. We believe the modular has its own utilities. On June 2, 2017, the Acorns program closed due to several reasons. Ms. Webb applied for a grant with Federal Home Loan Bank in partnership through Rabobank in the amount of \$25,000 and we will know the results in 3-4 weeks.

**6. Old Business:**

- a. **Land Acquisition:** Mr. Cooke reported to the board of a 10 acre parcel of property for sale at 1401 Creston Rd. Paso Robles. Mr. Cooke has been in communication with Peoples' Self Help Housing as a potential partner. Mr. Cooke had Mr. Paul E. Davis, architect, draft a rough draft of a mixed use project of an Affordable Housing project consisting Apartments and Single family work force housing. Mr. Cooke has also been looking at the Avalon Motel located at 3231 Spring St. in Paso Robles and would like to acquire 2-3 pieces of property for future development of affordable housing.

**6. New Business:**

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**a. 2017-2018 Budget:** Mr. Weickert presented to the Board the 2017 /2018 budget as a handout and overhead projection for approval. Mr. Willhoit motioned to approve the 2017-2018 budget, Mr. Anderson seconded, the motion passed unanimously.

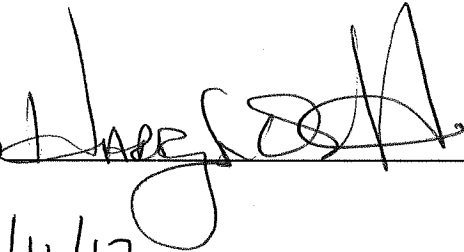
**b. Bids for Outside Landscape Maintenance:** Mr. Cooke sent out Request for Bid for Landscape Contract Services to several landscape companies for all of Oak Park apartment complexes. The purpose is compare cost and determine if it is more cost effective to use outside contract services.

**c. PRHA Business Practices & PRHA Organizations Documents:** Mr. Cooke & Mr. Weickert are reviewing these and looking at amending the PRHA By-laws providing attorney consultation.

**12. FYI:** None.

**13. Adjournment:** Mr. Ovitt adjourned the meeting at 6:45 PM. The next scheduled meeting is July 11, 2017 at 5:30 PM in the Oak Park Community, Oak Room.

Chairman



Secretary

Date

7/11/17