

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

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

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

1. **Public Comment:** None
2. **City Liaison Report:** Mayor Martin discussed current events in the City. There has been a lot of discussion about restructuring the fire department to bring more personnel on and possibly building a new fire station in the NE of Paso Robles. It would be a substantial upscaling of city protection, however also very expensive. There have also been talks of building a new animal control facility; it would be a joint effort of several cities in SLO County. The city has until October 31st to decide whether to contribute or to bow out. Paso Robles, as well as some other Cities are hesitant and currently looking for a more cost effective way undertake. They could possibly build a new facility that would cost approximately \$14 million to build.
3. **Consent Agenda:** Mr. Willhoit motioned to approve consent items, Mr. Anderson seconded, the motion passed.
 - a. **Approval of September 12, 2017 minutes**
 - b. **Financials:** Mr. Weickert gave a report of the current financials; there were no questions.
4. **Director's Summary Report:**

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a. Summary Report:

Old Oak Park: Mr. Cooke reported that the OOP move outs are right on target for time, and he expects everything to be vacant by end of October. There are only 7 families still residing in OOP as of October 10th, and they all have verified moves scheduled. We have been experiencing some vandalism as it becomes emptier; Mr. Cooke plans to put up fencing as soon as possible to deter further vandalism. Demolition to start approximately in January 2018. We may ask the fire department if they want to use OOP for controlled burns. They were not interested in Phase 2; however, the new Fire Chief of Cal Fire may be interested this time around. PRHA has a yard sale tentatively scheduled for October 28th to sell off the remaining furniture, sheds, and appliances left by OOP tenants. All proceeds to go to Youthworks activities.

Oak Park 1 & 2: Currently there is one vacancy in both OP1 and OP2; however, PRHA office staff have found relocation tenants to move into them. A couple apartments have substantial damage due to evicted tenants and will need to be brought up to occupancy standards before move-in. PRHA staff welcomed Brenda Lopez as the new On-Site Manager for Oak Park 2, she started Monday, October 2nd and is getting settled into her new apartment. New landscape contractors seem to be doing well.

Oak Park 3 & 4 Memorandum: Mr. Cooke reviewed the memorandum for both PRHA and AHP. The engineer's final subdivision map is completed but needs to go to City Council for approval. However, we are having an issue satisfying the City, as they want a surety company to issue a material and labor bond required by the City. Generally, a set a-aside letter is issued by the construction lender bank stating the funds are available for the public off-site improvements (streets, sewer, water, curb, etc.) to the Surety Company. In turn, the Surety Company will issue the necessary labor and material bond to the City. The engineers estimated cost of the improvements is \$1,934,570.56. The problem is that currently the property is under the name of PR LLC. The bank will not issue a set aside letter until the loan funds and we have an appropriate legal description. We may have execute some sort of Gap funding instrument or put up cash into an escrow account (short term) to satisfy the surety company. This will need to happen prior to the next Board meeting. REDS is also exploring alternative solutions. Once we get a solution in place, Mr. Cooke may send out an email to the board explaining exactly what we need, and it will require the board's approval to move forward with it.

5. Old Business:

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- a. **Land Acquisition:** Mr. Cooke has no update for old business. He is still interested in the 10-acre parcel for a senior project, but the price at \$7 million is too high right now. He is also still interested in the Avalon Motel located at 3231 Spring St. in Paso Robles and would like to acquire the 1.75 acre piece of property for future development of affordable housing.

6. New Business:

- a. **Resolutions:** Resolution No. 2017-10-10-1 designating persons performing voluntary services without pay as employees for the purpose of qualifying for workers compensation insurance coverage under California Labor Code section 3200, et seq. Primarily, but not limited to, for Youthworks volunteers. The resolution was reviewed and voted on. Mr. Anderson motioned, and Mr. Willhoit seconded. Resolution passed.

- 7. **Organizational:** Mr. Cooke brought up that the 5 year plan that was originally put in place will expire in 2018 and that the board will have to start thinking about what changes need to be made moving forward into the new year. May hire on consultants again, as we did in 2013. Enterprise, our previous consultant, charged \$25,000 to draw up the plans. It was suggested that we find a local consultant, however we need a consultant that understands non-profit and affordable housing.

- 8. **Adjournment:** Mr. Ovitt adjourned the meeting at 6:25 PM. The next scheduled meeting is November 14, 2017 at 5:30 PM in the Oak Park Community, Oak Room.

Chairman_____Secretary_____

Date_____