

HOUSING AUTHORITY OF THE CITY OF PASO ROBLES
BOARD MEETING MINUTES
March 13, 2018

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

Meeting called to order by Mr. Harry Ovitt at 5:36 PM. Ms. Espinoza was a few minutes late arriving at 5:40pm.

1. Public Comment: None

2. City Liaison Report: Mayor Martin reported that at the last city council meeting Mr. Joel Platter was named firefighter of the year. The city approved a resolution for the 2018 Community Development Block Grant funds, which covers building handicapped ramps in the Oak Creek parking area for \$142,000, \$11,000 for CAPSLO Daycare, \$10,000 for Lifestyles Recovery Center, and \$12,000 for ECHO Homeless shelter. The city approved installing parking lot light poles and landscaping and irrigation equipment out at the California Athletic Club. They adopted the libraries facilities master plan – to expand the library in several different ways on site. A portion of the upstairs will be re-dedicated to the library, the patio area downstairs will be converted to a children’s area, and the inside stacks will be reconfigured to provide more space; they plan to increase the floor space of the library by about 20%. The estimated cost for the renovations is approximately between 3.2 and 4.5 million dollars. They are also looking into options for adding more parking downtown, as this has been an ongoing issue for quite some time, possibly constructing new parking, paid parking, and/or adding a parking structure downtown however they are still just exploring options for the moment.

3. Consent Agenda: Mr. Willhoit motioned to approve consent items and Ms. Espinoza seconded, the motion passed.

a. Approval of February 13, 2018 minutes

b. Financials: Mr. Weickert went over the financial report. Income lower than originally anticipated in PRLLC, because we vacated units sooner than we

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anticipated because of the LIHTC closing / sale of Oak Park 3. However, expenses are also lower because of the vacated units. We are still \$28,000 better than we anticipated. Currently overall fiscal stability of all entities is in good shape including roughly \$2 million in cash equivalence, and very little in the way of debt (about \$120,000).

4. Director's Summary Report:

a. Summary Report:

PRLLC: For Phase 4, we approved a carry back note of \$2,427,000.

Oak Park 1 & 2: Mr. Cooke reported that currently we are 100% occupied in Oak Park 1 and Oak Park 2. Our waitlists are still very long, with over 300 applicants on each. We will be purging the list of some of the oldest dated applicants if they no longer require housing. We are anticipating a few vacancies coming up soon, some troublesome tenants will be moving out. Our turnover rate is getting better between our staff and HASLO. Wells Fargo will be visiting us tomorrow for our compliance inspection; Mr. Cooke expects it to go well.

Oak Park 3: The board reviewed the attached construction report while Mr. Cooke explained that the construction for OP3 is going well. The crew took full advantage of the good weather getting a lot done before any heavy rains. Once the waitlist for OP3 opens there will be some tenants with relocation rights, about 20, from Old Oak Park that have first priority plus tenants who lived in OOP with no relocation rights. After that, it will be based on a first come basis on when application is submitted.

Oak Park 4: We submitted the CTCAC application on 2/28 and the preliminary self-scores at this point indicate that we are in the lower third of the standings. So, it's not looking great right now for getting the tax credit allocation. However, these are just the self-scores, we will know more when the actual scores are released. There were about 60 applications total and of those 20 of them are rural, which is what OP-4 falls under. There are a couple of things that may help: we applied for the Federal Home Loan Bank Affordable Housing program for \$750,000, and we are hoping to get another \$200,000 from the San Luis Obispo Housing Trust Fund for a total of \$950,000. That amount will likely bump our score up from 27.1 to above 30 points.

5. Old Business:

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- a. **City Council Appointment of Board Commissioner:** Mr. Ovitt was appointed to another 4 year term as Board Commissioner.

6. New Business:

- a. **Board Elections:** Mr. Ovitt opened up the nominations for Board Chairman and Vice Chairman. Mr. Anderson nominated Mr. Willhoit as Chairman. No other nominations were put forth, so Mr. Ovitt moved to close nominations with a unanimous vote. The board then voted for Mr. Willhoit as Chairman, with another unanimous vote.

Mr. Ovitt nominated Mr. Anderson as Vice Chairman. No other names were put forth, so Mr. Ovitt moved to close nominations. The board voted unanimously to close and then again to elect Mr. Anderson as Vice Chairman.

- b. **Form 700:** Form 700's were provided to all Board members, those present completed their forms and turned them in.
- c. **Resolution 2018-03-13-1:** Principal Office address change to reflect 901 30th St as address in PRHA bylaws. Mr. Ovitt motioned to approve, Mr. Hockett seconded the motion and the motion passed unanimously.

7. Adjourn to AHPR Board Meeting: Mr. Willhoit adjourned the meeting at 6:15 pm to the AHPR Board meeting.

- a. The next scheduled meeting is April 10, 2018 at 5:30 PM in the PRHA Community Oak Room.

Chairman _____ Secretary _____

Date _____