

Housing Authority of the City of Paso Robles
Monthly Board Meeting November 12,2002

Present:	Chairman:	Mr. Chet Dotter
	Vice Chairman:	Mr. Raymond Hampson
	Commissioners:	Ms. Gladys Moore
		Mr. Leo Fisher
		Mr. David Rouff
		Ms. Pearl Munak
		Mr. Richard Stainbrook
	Sec/Dir:	Mr. Gene Bergman
	Recorder:	Ms. Blair Lowery
	Guest:	Mr. Tom Baron
Mr. Ed Gallagher		

1. The Meeting was called to order by the Chairman, Mr. Dotter, at 6:05 p.m. Mr. Hampson moved to accept the minutes of the October meeting as mailed. Seconded by Mr. Fisher, Passed.
2. Mr. Baron was introduced to the Board.
3. Review Monthly Report, Checks Written and Tenants Account Receivables. Mr. Hampson moved to accept the Monthly Report and Checks Written as presented. Seconded by Ms. Moore, Passed.
4. Mr. Baron is a member of the Paso Robles Non Profit Board developing the senior units and was asked to present ideas to the Housing Authority Board for the development additional units. The Nonprofit Board would like to continue once the Senior Project is completed with a three phase plan to develop these units. Phase I is the Senior Project on a section of Housing Authority property. Phase II would be to infill within Oak Park, and Phase III would be to develop units in other parts of the City. The Non Profit Board would like the support of the Housing Authority and possible financial help. Mr. Fisher moved to endorse the Non Profit Plan for developing additional units within Oak Park and authorizing any funds that may be necessary to develop a General Plan. Seconded by Mr. Hampson, passed. Mr. Baron reported that Ralph McCarthy has volunteered to do a feasibility study of Phase II
5. Mr. Dotter addressed the Board regarding the use of the Community Center by Community Service Agencies for outreach programs. Mr. Dotter had been working with Community Services to schedule evening hours that the building could be used. Community Services was unable to give additional evening hours to these agencies. Mr. Dotter, Mr. App, and Mr. Bergman met to discuss this problem. Mr. App indicated that once the Emergency Service Center is completed the City would have a modular that will no longer be needed. Mr. App proposed that the City could donate the building, move it to a location on Housing Authority property and hook into utilities, sewer and water. Mr. App will request City Council approval for this solution to the problem. If the City Council approves this could be available and moved by the end of January. Ms. Munak moved to allow the EOC and other agencies stay until the end of January when the modular will be ready. Seconded by Ms. Moore, passed.
6. Mr. Dotter notified the Board that he had authorized the purchase of the ingredients for 10 turkey meals to be donated to needy families in Oak Park. The Optimist Club also donated enough for an additional 5 families. Bringing the total to 15. The meals will be ready for pick up and delivery on Saturday, November 23, 2002. The Board discussed the purchase of an additional 5 meals, after Mr. Stainbrook offered to donate the money himself. Mr. Hampson moved to authorize the purchase of an additional 5 meals bringing the total to 20. Seconded by Ms. Moore, passed.
7. Mr. Fisher presented to the Board the research that Mr. Rouff has completed regarding the Scholarship Program and other grants available. The Board discussed ways to reach the tenants that are continuing on with their education after high school. Letters will be sent to every household in both English and Spanish inviting them to apply for a scholarship. A Committee of Ms. Moore, Mr. Fisher, Mr., Hampton and Mr. Ruff will interview the applicants and then make recommendations to the Board. The final decision will be made by the Board based in the interviewer's recommendations.
8. Reports:
 - A. Air Conditioners/Exhaust Fans. - There are 20 air conditioners left to install. The last 20 needed some additional electrical work done to complete the installation. There will be an Add On to cover this expense and will not be paid until a detail report has been supplied and Mr. Bergman

approves the payment. Some of the exterior lights had to be moved to accommodate the location of the ac unit and installing new lights required special asbestos abatement equipment.

- B. Ben's Electric has submitted a change order in the amount of \$4,000 due to the change of AC unit and additional wiring required. All of the electrical change orders will amount to approximately \$25,000.
- C. Pole and Transformers- The contracts have been signed; proof of insurance from Wysong has been received. Need proof of Insurance from Roach Electric. Hopefully work will begin in the next few weeks. There will be a change order due to increasing the transforms size as required by the City. The additional expense can be covered through other grants. Mr. Hampson moved to authorize the additional \$3,450 needed for the poles and transformers. Ms. Moore seconded, passed.

- 9. Old Business- **The Board** reviewed the letter from Mr. Reeves authorizing the \$100,000 loan from the Housing Authority to the Non Profit. Mr. Bergman has contacted Mr. Iversen to draw up a loan agreement detailing interest rate and due date of payment. The first \$25,000 will be deposited with Santa Lucia Bank in two accounts. One will be checking with \$5,000 deposited and the remaining \$20,000 will be in an interest bearing account. **The Non Profit Board** is making plans to make a presentation to the PAC Committee to the Redevelopment Agency for funds to off set the Development Fees. Ground breaking for the Senior Project is planned for March 15, 2003. **Mr. Fisher** asked when the grant would be available to re-do the back street and pave parking wells. The grant process starts in February and must be submitted to HUD in April.

10. Meeting Adjourned at 7:20pm

Secretary

Chairmen

MINUTES OF THE LIBRARY BOARD OF TRUSTEES

September 12, 2002 meeting

Meeting location: 1000 Spring Street, Paso Robles, Ca.

CALL TO ORDER:

The meeting was called to order at 9:00 am by President, Betsy Watson.

ROLL CALL:

Present: Barbara Dabul, Rudyard Stone, Terry-Ann Reid, Betsy Watson,
and Rebecca Scott.
Staff present: Barbara Partridge, Director of Library & Recreation Services
Staff absent: Annie Robb, City Librarian
City Council absent: Councilman Haggerty
Also present: Mrs. Elizabeth Leigh

PUBLIC COMMENT: None.

CONSENT AGENDA: The agenda for today's meeting was adopted.

1. **Approval of Minutes:** Motion made and seconded to approve the Minutes of August 8, 2002 meeting. Motion passed by unanimous roll call vote.

DISCUSSION ITEMS:

2. **Amendments to Fees & Fines** - Comments noted and filed
3. **New Action Minutes Format** - Comments noted and filed
4. **Title of Board of Trustees** - Comments noted and filed
5. **Notice Requirement Prior to Action** - Comments noted and filed

CITY COUNCIL COMMUNICATION: None.

DIRECTOR'S REPORT: - Comments noted and filed

UNSCHEDULED MATTERS: Comments noted and filed

ADJOURNMENT: 9:50 am. The next regular meeting of the Library Board of Trustees will be held on Thursday, October 10, 2002 at 9:00 a.m. at City Hall-Public Library, 1000 Spring Street, Paso Robles.

**THESE MINUTES ARE NOT OFFICIAL NOR A PERMANENT PART OF CITY RECORDS
UNTIL APPROVED BY THE CITY COUNCIL AT THEIR NEXT REGULAR MEETING.**

The Library Board of Trustees approved these Minutes at their November 14, 2002 meeting.

Respectfully submitted by Rebecca Scott, Secretary

Library Board of Trustees Minutes of 9/12/02

**MINUTES OF THE
PARKS AND RECREATION ADVISORY COMMITTEE**

Tuesday, October 8, 2002

Location: Centennial Park – Live Oak Room 600 Nickerson Drive, Paso Robles

CALL MEETING TO ORDER

Chairman Curry called the meeting to order at 4:05 p.m.

ROLL CALL

Present: Darwin Curry, Robin Fairbairn, Robert Gibson, Steven Gregory, Mike Ojeda, Randy Stinchfield, Danna Stroud, Brian Thorndyke & Greig Welch.

Staff present: Barbara Partridge, Joe Deakin, Charlotte Gorton, and Judy O'Neal

City Council absent: Mayor Mecham and Councilman Nemeth

Planning Commissioner absent: Valerie Warnke

PUBLIC COMMENTS

- Karen Jacobsma and Nancy Lynge were representatives of the Santa Margarita BMX and would like to be on the November Agenda.
- Director Partridge introduced representatives Emily Reneau, Dick Ross, Rob Nash, Rick Minton, of the proposed Children's Museum in the City of Paso Robles, discussed this project, and Emily Reneau gave a short presentation asking for the Committee's support. A motion was made by Vice-Chairman Fairbairn, seconded by Gregory, to support the proposed Children's Museum project and to write a letter of support. Motion passed by a unanimous roll call vote.

CONSENT AGENDA

1. A motion was made by Member Welch, seconded by Member Fairbairn, to approve the Minutes of the September 10, 2002 meeting. Motion passed by a unanimous roll call vote

DISCUSSION ITEMS

2. **2002-2003 Goals** - Comments noted and filed

UNSCHEDULED MATTERS - None

ADJOURNMENT: To next month's regular meeting of the Parks and Recreation Advisory Committee on Tuesday, October 28, 2002 at 4:00 p.m. at Centennial Park, Live Oak Room, 600 Nickerson Drive, Paso Robles.

**THESE MINUTES ARE NOT OFFICIAL NOR A PERMANENT PART OF CITY RECORDS
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These Minutes were approved at the November 12, 2002 meeting.

Respectfully submitted by Judy O'Neal, Administrative Secretary
Parks & Recreation Advisory Committee Minutes of 10/8/02

INFORMATIONAL NOTES

To: Parks and Recreation Advisory Committee
From: Barbara Partridge, Director
Subject: **Notes from the October 8, 2002 Meeting**
Date: October 9, 2002
Copies: City staff

DISCUSSION ITEMS

3. **2002-2003 Goals**

- Director and members reviewed the 1998, 1999 and 2000 Advisory Committee Goals.
- Director Partridge wrote down the Committee's Goals and the Department Secretary will type them to review for further discussion and/or approval at the November meeting.

UNSCHEDULED MATTERS

- Director advised REC, Inc. has decided to use some of the proceeds from the 2nd Annual Duck Derby race on Saturday, October 26, 2002 to refurbish the City Park Playground structure.
- Vice-Chairman Fairbairn discussed Sportsmanship along with the First Tee Golf program at the Links Golf Course. He asked Director Deakin if he could check on the removal of the fence around the area where the BERT statue used to be. In addition, what is the status of the Oak trees in City Park and grass that was to be planted at the base of the Oak trees? Chairman Curry asked Director Deakin about Bounce Houses in City Park.

MINUTES OF THE SENIOR CITIZEN ADVISORY COMMITTEE

Monday, October 14, 2002

Senior Citizens Center, 270 Scott Street, Paso Robles

CALL MEETING TO ORDER

Chairman Gustin called the meeting to order at 1:30 p.m.

PLEDGE OF ALLEGIANCE

Chairman Gustin led the Pledge of Allegiance.

ROLL CALL

Secretary Worden passed around the sign-in sheet

Members present: Virginia Harris, Renee' Clark, Edna DeBardelaben, Dolly Bader,
Velta Williamson, Dale Gustin, Helen Dutra, Dell Velten, Dorothy
Worden

Staff present: Barbara Partridge and DaLee Canaday

Staff absent: Charlotte Gorton

City Council absent: James Heggarty

Guests: Joe Dutra, Linda Smith, Dottie Enright, Dick Kinsey –
Photographer and Adelaide Baron – Senior Citizen News Reporter

PUBLIC COMMENTS - Comments noted and filed.

PRESENTATIONS - Comments noted and filed.

CONSENT AGENDA

1. After discussion, the Minutes of the September 9, 2002 meeting were approved by a unanimous roll call vote.

NEW BUSINESS

2002-2003 Election of Officers

Officers are as follows:

Chairperson – Helen Dutra

Vice-Chairperson – Dell Velten, and

Secretary – Dorothy Worden

3. **Senior Endowment Fund Balance** – Comments noted & filed.

4. **Outside Storage Unit for Tables and Chairs** – Comments noted & filed.
5. **Senior Center Enhancement Update** – Comments noted & filed.
6. **2002-2003 Goals**
 - This item was tabled to the November 18, 2002 meeting.
7. **Picture of the Senior Advisory Committee for 2002** – Comments noted & filed.

OLD BUSINESS

8. **Christmas Bazaar Update** – Comments noted & filed.
9. **Activity Update**
 - A motion was made by Member Williamson, seconded by Bader, to get Joe Benson as the Disc Jockey for \$250.00 for the Autumn Harvest Dance on November 14, 2002. Therefore, a minimum needed is \$450.00. Motion was unanimously passed by a roll call vote.

ADVISORY COMMITTEE COMMUNICATIONS – Comments noted & filed.

CITY COUNCIL COMMUNICATION - Absent

DIRECTOR'S COMMUNICATION – Comments noted & filed.

UNSCHEDULED MATTERS – Comments noted & filed.

ADJOURNMENT

- A motion was made by Chairperson Dutra, seconded by Secretary Worden, to adjourn the meeting at 3:00 p.m. Meeting was adjourned to next month's meeting on Monday, November 18, 2002 at 1:30 p.m. at the Senior Center, 270 Scott Street, Paso Robles.

NOTE: The regular meeting held the 2nd Monday/month has been moved out one week to Monday, November 18 because November 11 is a City Holiday.

Deadline for submitting items for the next regular Agenda is October 28, 2002.

**THESE MINUTES ARE NOT OFFICIAL NOR A PERMANENT PART OF CITY RECORDS
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The Senior Advisory Committee approved these Minutes at their 11/18 Meeting.

Respectfully submitted by Dorothy Worden, Senior Citizens Secretary