

Housing Authority of the City of Paso Robles
Monthly Board Meeting February 11, 2003

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

1. The meeting was called to order at 6:00 pm by the Chairman, Mr. Chet Dotter. Mr. Hampson moved to accept the minutes as mailed, seconded by Mr. Fisher, passed.
2. The Rent Roll, Checks Written and Monthly Report were reviewed. Mr. Bergman indicated that there was an increase in the Workers Compensation from 9% to 14%. Mr. Hampson moved to accept the Rent Roll, Checks Written and Monthly Report as presented. Seconded by Mr. Rouff, passed.
3. Bid opening for Tree Removal along back street. One bid was received from Tom Flynn and Son in the amount of \$34,775.00. All work to be completed by May 31, 2003. This bid was less than an initial estimate from them. Mr. Rouff moved to accept the bid, seconded by Mr. Fisher. Passed. Tom Flynn indicated that they would like to begin work as soon as possible to avoid working on the Sycamore after they leaf out.
4. Management Contract – Mr. Bergman reviewed the changes that had been requested by the City, naming the Redevelopment Agency as a third party beneficiary. It was noted that there was a misspelled word. Mr. Fisher moved to accept the Management Contract with the spelling correction made, Mr. Stainbrook seconded. Passed.
5. Financial-
 - A. The Board discussed the letter from HUD regarding the budget shortfalls and reduction of operating subsidy for one year.
 - B. Mr. Bergman presented to the board the preliminary budget for 2003-2004. Mr. Bergman is recommending a 3% Cost of Living increase for all employees except for the Office Assistant. Mr. Bergman is recommending a 10% increase for this position. The Commissioners decided to discuss wage increase after the close of the regular meeting. In an adjourned session The Board discussed establishing incentive increase based on increased performance for the Grounds men, and also are requesting that additional funds be available to hire an additional person in the office familiar with bookkeeping. Mr. Fisher was requesting a reduction in Recreation funds. Mr. Rouff moved to increase the scholarship fund from \$2,000 to \$3,000. Seconded by Mr. Hampson, passed. Returning to the issue of an additional part-time person Mr. Bergman indicated that an additional person is not necessary at all times and full time person would not be kept busy all day. Mr. Fisher moved to increase the budget \$15,000 to

accommodate the hiring of an additional office person part-time. Seconded by Mr. Hampson, passed. Mr. Fisher moved to accept the budget with the changes requested. Seconded by Mr. Hampson, passed.

6. Playground Equipment- Mr. Bergman notified the Board that the existing play ground does not meet current safety guidelines and needs to be replaced. The Board had requested and received through a HUD grant \$50,000-\$55,000 to replace the equipment. Ms. Partridge had gotten one quote for a basic playground apparatus as an indicator for what the total cost including installation would be for \$29,000 piece of equipment. With the shipping, installation, changing round cover and making handicapped accessible the total cost would be approximately \$50,000. Ms. Partridge is also scheduling some major repair and maintenance on the Community Center. This work will be scheduled for August and the center will be shut down while this is being done. Mr. Bergman suggested that the board look at replacing the existing playground structure with one made of steel with stainless steel slides for durability and designed for 5-12 year olds. The city requires two to three quotes. Mr. Bergman recommended allowing the City to contact the companies and get diagrams and quotes for the installation. Mr. Rouff made a motion to have the city collect the quotes and arrange for a presentation of at least three companies. Mr. Fisher seconded, passed. The discussion of any remaining funds being used towards the refurbishing the center will take place at a later date.
7. Mr. Bergman updated the Board on the progress of the modular to house the social service agencies currently using an apartment. The modular is in place and much of the site work has been done by city employees. The sewer and electrical hook up will need to go out to bid and the city is handling this. The Board discussed what should be included in a contract with the social service agencies, who would pay the utilities, having the Housing Authority named as an insurer on the insurance. Also discussed was the lease with the city of the building. The building should be ready no later than the end of March.
8. Scholarship Program – Mr. Rouff reported to the board what he has accomplished since the last meeting. Mr. Rouff met with students in the after school program at the recreations center and gave his program to generate interest in college and the scholarship program. Mr. Rouff, Mr. Hampson and Mr. Fisher have met to establish a format for the pre-application interview. Along with this Mr. Rouff had contacted some vocational schools in the area and would like the Board to expand the scholarship program to Trade Schools. There are two candidates that will be interviewed over the spring break, Elvia Espinoza and Joel Martinez. Both of the applicants are currently enrolled in college. Mr. Rouff would like to have another meeting with young adults in the complex to present the idea of vocational training.
9. Mr. Bergman updated the Board on the current status of various work projects.
 - A. Contract of AC/Bath Fans - all work has been completed the city building inspector has signed off and the final payment has been made.
 - B. Pole/ Transformer - Work should begin in a week to two weeks.
 - C. Bath Floor repair – All work has been completed.
 - D. Repair the apartment- damage caused by car hitting tree and a unit. Bid proposal for the work \$720. Mr. Fisher moved to accepted, seconded by Mr. Rouff. Passed.
10. Mr. Fisher moved to have the current officers retain their positions for an additional year. Seconded by Mr. Rouff, passed. The Chairman will remain Mr. Dotter, Vice Chairman is Mr. Hampson.

11. The public portion of the meeting was adjourned at 8:00pm so the board could discuss personnel issues.
12. Mr. Bergman, Ms. Lowery and Ms. Aguilar were called back into the room following a discussion of wage issues. The Board recommends a 10% increase for the office staff and a 3% increase for the maintenance staff.
13. The meeting was adjourned at 8:10 PM

Secretary

Chairman