

HOUSING AUTHORITY OF THE CITY OF PASO ROBLES
BOARD MEETING MINUTES
April 21, 2020

Zoom	Chairman:	Mr. Dave Anderson
Conference:	Commissioners:	Mr. Wes Willhoit Mr. Harry Ovitt Ms. Nicol Jaurez Mr. Josh Cross Ms. Beatriz Espinoza
	Sec/Dir:	Mr. David Cooke
	Director of Finance:	Mr. Brent Weickert
	Recorder:	Ms. Tiffany Guerrero
	Staff:	Ms. Betian Webb
	Guest:	Mr. Julie Richardson
	Absent:	Mr. Earl Ward Ms. Liz Lopez Byrnes

Meeting called to order by Mr. Willhoit at 5:41 PM.

1. **Public Comment:** None.
2. **City Liaison Report:** None
3. **Consent Agenda:** Mr. Ovitt motioned to approve the consent items and Mr. Willhoit seconded, the motion passed.
 - a. **Approval of March 10, 2020 minutes.** The board had no questions or comments.
 - b. **Financials:** Mr. Weickert reported a few key numbers from the February financial statements. For PRHA he reported that cash in the bank is \$132,628 plus the investment accounts of \$849,799. He said that the account balances declined over the past month and would continue to do so until fees from the Oak Park 3 conversion are earned, probably in May. He added that fees of about +/- \$700,000 will be earned for PRHA and AHPR at conversion. Mr. Weickert reported PRHA recorded revenue for the 8-month period totaling \$438,872 which exceeds budget by about \$17,000 and expenses totaled \$665,908 which is \$115,000 better than budget projections. The net results through February was a deficit of \$227,036. Mr. Weickert noted that the investment account declined in value by about \$15,000 from the prior month due to the broad market decline resulting from Coronavirus and that March will yield an additional decline. For PRLLC, Mr. Weickert reported that income and

HOUSING AUTHORITY OF THE CITY OF PASO ROBLES
BOARD MEETING MINUTES
April 21, 2020

expenses are right in line with budget with \$254,141 in revenue, \$3,659 in expenses, and a resultant \$250,482 net surplus.

4. Directors Summary Report:

a. Summary Report:

PRHA/PRLLC: Mr. Cooke reported that the strategic plan is ready for the board to approve. Mr. Cooke also reported that due to the Covid-19 PRHA has modified work scheduled so that Property Management and office staff are on 4-day workweeks but still maintaining all benefits. Fiscal is working full time with time divided to work at home as much as possible. We have sent several informational memos and letters to the tenants regarding Covid-19 including information regarding if the virus has affected their employment. At this point we have not offered a deferred payments or payment assistance except we are not charging a late fee if they have been affected. The current order from the State of California does not allow any evictions during this period.

Oak Park 1: Mr. Cooke reported that Oak Park 1 currently has one USDA vacancy. Staff working on finding a qualified tenant. One tenant did not pay because of Covid-19. Oak Park 1 had no major maintenance issues to report.

Oak Park 2: Mr. Cooke reported that Oak Park 2 currently has one vacancy. Staff is in the process of qualifying a new tenant. Oak Park 2 had two tenants who did not pay and three who made partial payments because of Covid-19. No major maintenance issues to report.

Oak Park 3: Mr. Cooke reported that Oak Park 3 is 100% occupied. No maintenance issue to report. Mr. Cooke mentioned that he has not had any update about nonpayment tenants due to the Covid-19.

Oak Park 4: Mr. Cooke reported that Ashwood Construction is putting the final touches for the last 47 units with expectations they will be 100% completed by the end of the month. C of O's have been received for all 75 units. We are expecting 30-35 move ins by the end of the month. WINN is still looking to qualify one PBV unit and three VASH units. There was some discussion.

Community Services: Ms. Webb reported that her staff have contacted each tenant in Chet Dotter, Oak Park 1, Oak Park 2, Oak Park 3, and Oak Park 4 to check up on them and to see if they need anything. If any tenants reported that they have lost their job or got their hours reduced we have provided them with a link to file for unemployment. Ms. Webb mentioned that her staff encounter a

HOUSING AUTHORITY OF THE CITY OF PASO ROBLES
BOARD MEETING MINUTES
April 21, 2020

few emergencies with some of the tenants needing toilet paper, food, soap etc. and they have delivered those items to their doorsteps. The SLO County Food Bank with PRHA is still hosting food distribution twice a month and we are taking precautions due to the covid-19. AHPR did receive a grant for the Community Foundation for swimming lessons but we will see what happens if the public pools will reopen. Paso Robles School District are delivering school lunches everyday outside the Oak Park 2 Community Room for our tenants and surrounding neighborhoods.

- b. **OP4 Construction Progress:** Mr. Cooke stated construction reports provided by Ashwood including photos are in the board packet for review. Mr. Cooke reported that Ashwood is almost finishing up and project should be completed by the 27th. Oak Park 4 is final phase of the Oak Park Community apartments project making a total of 301 units of affordable housing.

5. Old Business:

- a. **Development Pipeline:** Mr. Cooke reviewed the Development Pipeline with the PRHA board members. There was some discussion.
- b. **Strategic Plan Board vote for approval:** Mr. Cooke reported that the PRHA board members have already received and reviewed the strategic plan and the board needs to vote to finalize it. Mr. Willhoit motioned to approve the strategic plan and Mr. Ovitt seconded, the motion passed.

6. New Business:

- a. **Marketing:** Mr. Cooke reported that he has been working on a new logo with Simply Marketing. Mr. Cooke had the logo for review and he ran it by staff and staff liked them. The board members also liked the logo. Mr. Cooke also mentioned that the mission statement will also be added onto the logo to enhance it.
- b. **Loan Request to SLOHTF for line of Credit:** Mr. Cooke reported that PRHA has submitted an application for a revolving line of credit of 5 million dollars SLO Housing Trust Fund. Mr. Cooke mentioned that he does not believe that PRHA will get that much but he believes PRHA should potentially a reduced amount. If and when we get this credit we would only have to pay interest on what we use. This would be a good tool for interim predevelopment land acquisition funds.

7. Other-Open Forum: None

HOUSING AUTHORITY OF THE CITY OF PASO ROBLES
BOARD MEETING MINUTES
April 21, 2020

8. Adjourn to closed session @ 6:15 PM

9. Re-adjourn to regular meeting and adjourn meeting @ 6:55 PM. No reportable action.

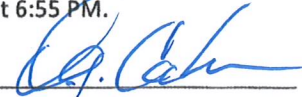
10. Next Meeting scheduled for May 12, 2020 @ 5:30 PM.

11. Adjourn: Mr. Anderson motioned to adjourn the meeting at 6:55 PM.

Chairman



Secretary



Date

MAY 13, 2020