

**HOUSING AUTHORITY OF THE CITY OF PASO ROBLES**  
**BOARD MEETING MINUTES**  
**December 17, 2019**

Present:	Chairman:	Mr. Wes Willhoit
	Commissioners:	Mr. Dave Anderson
		Mr. Harry Ovitt
		Ms. Nicol Jaurez
		Mr. Earl Ward
		Ms. Beatriz Espinoza
		Mr. Josh Cross
	Sec/Dir:	Mr. David Cooke
	Director of Finance:	Mr. Brent Weickert
	Recorder:	Ms. Jessica Aguilar
	Staff:	Ms. Betian Webb
	Guest:	Mr. Bob Fonarow

**Meeting called to order by Mr. Willhoit at 11:05 AM.**

1. **Public Comment:** None.
2. **City Liaison Report:** None.
3. **Consent Agenda:** Mr. Ovitt motioned to approve the consent items and Mr. Anderson seconded, the motion passed.
  - a. **Approval of November 12, 2019 minutes.** The board had no questions or comments.
  - b. **Financials:** Mr. Weickert highlighted and reviewed the PRHA October 31, 2019 Balance Sheet. He reported that income for the four-month period totaled \$258,626 and expenses are at \$311,597. On a net basis, the year-to-date deficit is \$52,971. Also reported Assets are at \$1,231,394 consisting of cash and investments. Also reported is an inter-company receivable of \$278,607 and \$200,010 note from Oak Park 4 making the total assets of \$1,717,589. Total Liabilities reported are \$70,910. Giving us a net worth \$1,646,679. Income shows we are slightly ahead budget. Expense reported are \$68,000 less than budget of about \$82,000.

Mr. Weickert reported the PRLLC income for the four-month period at \$127,070. Interest is accruing on the four Oak Park land sale notes. Expenses

**HOUSING AUTHORITY OF THE CITY OF PASO ROBLES**  
**BOARD MEETING MINUTES**  
**December 17, 2019**

reported at \$305 for monthly accrual of liability of our insurance policy and no other activity. Assets show \$3,500 in bank for a net worth of \$13,300,000.

Ms. Espinoza joined the meeting at 11:09 AM.

**4. Directors Summary Report:**

**a. Summary Report:**

**Strategic Five Year Plan update (Verbal):** Mr. Cooke reported he has hired Simply Clear Marketing to complete this plan. He has been corresponding with them and this project is almost completed. Mr. Cooke stated a draft form should be presented at the next board meeting.

**Oak Park 1:** Mr. Cooke reported that Oak Park 1 currently is 100% occupied. No maintenance issue to report. All annual unit inspections have been completed.

**Oak Park 2:** Mr. Cooke reported that Oak Park 2 currently has one vacancy but staff will be filling this unit by the end of the month. Another applicant had been approved but changed their mind causing a delay in filling the unit. Mr. Cooke informed the board that recently there was a leak in one of the mains and had to be fixed and this repair will be costly.

**Santa Claus came to Oak Park on Dec. 16, 2019:** Ms. Webb reported on this successful event put on by Paso Robles Police Department and Paso Robles Fire Department. 328 people attended the event. Half of these people were from the outside community, 1/3 were adults and 2/3 were children. Our numbers were down from previous years. In regards to Oak Park residents, 19% were from Oak Park 1, 15% were from Oak Park 2 and 12% were from Oak Park 3. This was the 3<sup>rd</sup> time that Santa has come to our property. Santa also comes to Centennial Park and this year, their numbers doubled.

**Oak Park 3:** Mr. Cooke reported that Winn Property Management is 100% occupied and things are running smoothly. WINN has hired a new on site manager and she seems to be a good fit. Mr. Cooke anticipates having better financial reports to present at the next board meeting.

**Oak Park 4:** Mr. Cooke reported that good progress is being made. Now with the delay of PG&E providing services for these eleven units, hopefully tenants could move in mid-January 2020. These eleven units have been offered to Grand View tenants provided they are income eligible.

**HOUSING AUTHORITY OF THE CITY OF PASO ROBLES**  
**BOARD MEETING MINUTES**  
**December 17, 2019**

Mr. Cooke reported that PRHA hosted a meeting on Dec 16, 2019, held at Oak Park 3 Community Center for Grand View tenants that haven't found housing yet. The meeting consisted of Grand View's attorneys, City, HASLO, PSHH, ECHO, Oak Park 4 Manager, other Non-Profits and tenants. Also, La Quinta Hotel attended and offered rooms at a discounted price, for those who haven't found other housing. PSHH is taking the lead on the relocation of these tenants. The meeting had a good turnout with an estimated 30 people in attendance. 26 tenants out of 54, still remain living at Grand View. To date, 3 families and or applicants have been approved to move to Oak Park 4 and another 5 families and or applicants are in process. 6 families received Notice to Vacate by Nov. 26, 2019 didn't move out so the owners will start to take legal action. The remainder of the tenants must vacate by Dec. 26, 2019. Mr. Cooke reported that he recently toured Grand View with the appraiser and entered into 10-12 units. The units are deplorable and roach infested. The owners did have the property fumigated, tenants temporarily moved out for this process and have moved back into the units. On Dec. 13, 2019, there was another court hearing to try and get additional time for the tenants but after 3<sup>rd</sup>/4<sup>th</sup> attempts, the judge didn't grant this.

- b. **OP4 Construction Progress:** Mr. Cooke stated construction reports provided by Ashwood including photos, are in the board packet for review.

Mr. Cross joined the meeting at 11:34 AM.

**5. Old Business:**

- a. **Development Pipeline:** Mr. Cooke reviewed the Development Pipeline and informed the board that he has met with City staff to discuss. The City is in favor of us moving forward. The City toured with the Housing Element consultant and most of the properties listed on this Development Pipeline were seen. The City is excited about the possibility of future affordable housing and how this would positively affect the Regional Housing Needs Allocation numbers, for the City. Re: Avalon Motel, the City hasn't heard back from the owners and encouraging PRHA to reach out to the owners again. This property could be for senior housing, up to 70 units. Re: Grand View Apartments, this was discussed already and will be discussed later in Closed Session. Re: 828 Spring St, this could be a 25-30 units, multi-family project. Mr. Cross mentioned that City Hall is looking for a new sight and would like to stay in the same area.



**HOUSING AUTHORITY OF THE CITY OF PASO ROBLES**  
**BOARD MEETING MINUTES**  
**December 17, 2019**

**6. New Business:**

- a. **Board of Commissioners terms expiring.** Mr. Cooke reviewed the board roster and dates that each term will be expiring. Mr. Willhoit, Chair and Mr. Anderson, Vice-Chairman terms will be expiring on 2/28/20. The Board will have to elect new officers at the March 2020-PRHA board meeting. Mr. Cross's board seat will expire on the same date and can re-apply with the City, as they must do the appointment for this board seat.

**7. Other-Open Forum:**

Mr. Cooke informed the board that he has been appointed to the Housing Constraint Opportunity Committee in regards to the housing element with the City. And he has been appointed to SLO Housing Coalition on affordable housing for the County.

Mr. Cross informed the board that there was a recent item on the City council agenda that PRHA should be looking at. The City's community facility district goals and policies that specifically apply to special taxes on future property owners within all of the specific plan areas and increase the current 1% to 1.8% to annual property tax bill. This would pay for all new infrastructure and ongoing services. Mr. Cross believes that this hasn't been made into a Resolution yet but PRHA should research and check if this will affect Affordable Housing properties. If so, PRHA should ask for an exemption.

**8. Adjourned to Closed Session @ 11:58 AM.**

**9. Re-adjourned from Closed Session @ 12:13 PM.** No reportable action.

**10. Next meeting scheduled for January 14, 2020 @ 5:30 PM.**

**11. Adjourn:** Mr. Willhoit motioned to adjourn the meeting at 12:13 PM.

Chairman \_\_\_\_\_

Secretary \_\_\_\_\_

Date \_\_\_\_\_

2/11/2020