

**HOUSING AUTHORITY OF THE CITY OF PASO ROBLES**  
**BOARD MEETING MINUTES**  
**February 19, 2019**

Present:	Chairman:	Mr. Wes Willhoit
	Commissioners:	Ms. Beatriz Espinoza
		Mr. Harry Ovitt
		Mr. Dave Anderson
	Sec/Dir:	Mr. David Cooke
	Director of Finance:	
	Recorder:	Ms. Tiffany Guerrero
	Staff:	Ms. Liz Lopez Byrnes
	Absent:	Ms. Betian Webb
		Mr. Brent Weickert
		Mr. Earl Ward

Meeting called to order by Mr. Willhoit at 5:33 PM.

1. **Public Comment:** None.
2. **City Liaison Report:** None
3. **Consent Agenda:** Mr. Ovitt motioned to approve consent items and Ms. Espinoza seconded, the motion passed.
  - a. **Approval of January 15, 2019 minutes.** The board had no questions or comments.
  - b. **Financials:** Mr. Cooke reviewed financial reports for the last 6 months ending December 31, 2018. Mr. Cooke pointed out that we are half way through our fiscal year as of year end 2018. Current net surplus is down from projected budget due to timing of incoming developers fees. Current assets show PRHA has \$1,411,431 in cash and overall combined cash with AHPR and PR LLC of approximately 1.7mm. Mr. Cooke pointed out that the \$200,000 note for Oak Park 4 funded by. Mr. Cooke also reported that PRHA does not have many liabilities and overall all entities are fiscally in good shape. There was some discussion.
4. **Directors Summary Report:**

Mr. Cooke introduced Ms. Nicol Jaurez as our new Tenant Commissioner effective March 209. All board members introduced themselves and welcomed Ms. Jaurez to the board. Ms. Jaurez introduced herself and said a few things about herself. She has been part of the community for a very long time and wants to help make it better with some of her insight.

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**a. Summary Report:**

**PRLLC:** Mr. Cooke reported no business to report at this time.

**Oak Park 1:** Mr. Cooke reported that the project is currently 100% occupied. He has been reviewing proposals for internet, security cameras and landscaping improvements.

**Oak Park 2:** Mr. Cooke reported that the project is currently 100% occupied. Ms. Lopez Byrnes mentioned that Oak Park 3 might possibly take three tenants from Oak Park 1 and possibly three tenants from Oak Park 2 if they qualify. Our tenants have applied for Oak Park 3 for different reasons such as bigger unit, flat unit, or they want to get out of the agriculture work. Mr. Cooke also mentioned that he is also reviewing bids for internet connectivity to five buildings. There was some discussion.

**Oak Park 3:** Mr. Cooke reported that development team anticipates the first five building to be completed by end of February with the remaining units to be completed in by end of April. We expect move-ins by mid-March. First walk through inspections took place on February 12. Winn is in the process of accepting and processing applications. To date they have received over 92 applications not including eight potential relocated tenants with priority. There was some discussion.

**Oak Park 4:** Mr. Cooke reported that not much progress has been made on Phase 4 due to recent rain.

- b. OP-3 Construction Progress:** Mr. Cooke referred to the construction report and pointed out that we have made a few changes to the units. We have installed darker cabinets, plank flooring and different counter tops. He also mentioned that they had taken a picture of the rain gage and it has delayed the project. There was some discussion.

**5. Old Business:**

- a. Investment Recommendations:** Mr. Cooke mentioned nothing was being discussed at this time.
- b. New Projects (verbal):** Mr. Cooke reported that he has been checking into the Avalon project. He wrote a letter of intent a couple of months ago. The mother is the owner of the property. Mr. Peter Lopez the son of the owner contacted Mr. Cooke to set up a meeting. He will meet with him sometime

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next week. Mr. Cooke mentioned that it sounds like the mother is interested and wants to do some kind of joint adventure. They just need some guidance. Mr. Cooke says it gives him a chance to get him closer to trying to negotiate with them. The Development Committee has met with the City about once a month to talk about other possible opportunities. There was discussion.

**6. New Business:**

- a. **CHWCA Board Resolution #021919-1:** Mr. Cooke reported that CHWCA is the company that we use for Workers' Compensation. They are just updating their joint powers authority agreement and need a resolution from our board. He mentioned that this would not affect us.  
Mr. Ovitt motioned to approve resolution and Mr. Anderson seconded, the motion passed.
- b. **Facilitator proposal for Strategic 5 year plan recommendation:** Mr. Cooke mentioned that at the last meeting he made a memorandum to go out and look for a facilitator for the Strategic 5 year plan. He stopped at four different consultants. Mr. Cooke said that out of those four, two have gotten back to him with draft proposals. He also mentioned that out of those two draft proposals he wants to recommend Ms. Susan Colson. Her resume and experience was far beyond than the other. Mr. Cooke reported that he received her contact and recommendation from a non-profit that he once worked. Mr. Cooke recommends that we use Ms. Colson and we move the Strategic 5 year Plan forward. Mr. Ovitt motioned to approve facilitator proposal for Strategic 5 year plan and Ms. Espinoza seconded, the motion passed.
- c. **Board of Commissioners appointments effective March 2019:** Mr. Cooke mentioned that the new Board Member roster was attached and we have two new Board Members. They will join us next month at our annual meeting.

**7. Other-Open Forum: None**

**8. Adjourn Board Meeting: Mr. Willhoit adjourned the meeting at 6:35 PM.**

- a. The next scheduled meeting is April 9, 2019 at 5:30 PM in the PRHA Community Oak Room.

Chairman \_\_\_\_\_

Secretary \_\_\_\_\_

Date \_\_\_\_\_

3/12/19