

HOUSING AUTHORITY OF THE CITY OF PASO ROBLES
BOARD MEETING MINUTES
January 15, 2019

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

Meeting called to order by Mr. Willhoit at 5:32 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 December 11, 2018 minutes.** The board had no questions or comments.
 - b. **Financials:** Mr. Weickert reviewed the November financial reports for PRLLC and PRHA.

PRLLC: Mr. Weickert reported that PRLLC has recorded that sale of the Oak Park 4 property. It recorded the gain of \$2.418 million dollars and that was above of what we have budgeted for because of a little price adjustment from original appraisal. PRLLC had \$131,000 of accrued interest in long-term notes.

PRHA: Mr Weickert reported YTD income of \$397,400 including developer fees. YTD expenses are \$361,000 with a surplus of \$35,000. PRHA current assets are \$1,495,000 including \$534,000 cash and \$913,000 in the investment accounts. Mr. Weickert also reported a new asset of \$200,000 from Oak Park 4 note.
4. **Directors Summary Report:**
 - a. **Summary Report:**
Oak Park 1: Mr. Cooke reported that there is not much activity for the month of December except our day-to-day operations. Mr. Cooke also reported that Oak Park 1 is currently 100% occupied. Three to four weeks ago, Mr. Cooke and Ms. Lopez Byrnes did a walk through with the landscape contractor and we discovered there are several areas in Oak Park 1 where the landscaping needs to

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be replaced. This was mainly due to the initial poor installation of plants and landscaping plan. We are currently evaluating the proposal of \$14,550. This needs to have joint approval with PRHA and Monterey County HDC. This project will be done in phases. Overall Oak Park 1 is in good shape.

Oak Park 2: Mr. Cooke reported Oak Park 2 currently has two vacancies. Staff is working on two good candidates and expect move-ins within two-three weeks. No major maintenance issues to report. We are having a problem with internet and we are currently in contact with Paso Robles Tech for a solution.

Oak Park 3: Mr. Cooke reported that we anticipate project to be fully completed by the end of March 2019 and possibly into April. Ashwood has experienced recent rain delays. We are still planning for 22 units and Community Room to be completed in February and leased up by the end of March. Winn has begun taking applications and to date have received 39 applications not including eight potential relocated tenants with priority. Winn has also hired an assistant part time to help with applications. Mr. Cooke also reported that they have started landscaping in some areas and playground has been installed with shades. Reviewed pictures from construction report. There was some discussion.

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

5. Old Business:

- a. **New Investment Recommendations (expect 1st qtr. 2019):** Mr. Cooke mentioned Mr. Weickert and himself will revisit in February. There was some discussion.
- b. **New Projects (verbal):** Mr. Cooke reported that there has not been much of a change. The Development Committee has met with the City about several project possibilities in the future such as an empty lot located on 8th and Spring. Reportedly, the owners would want to provide some sort of Affordable Housing in that location. Mr. Cooke also mentioned that the Development Committee would be meeting with the City every other month to discuss other future sites and possibilities.
- c. **Board application to City is due January 25, 2019:** Mr. Cooke reported that there are four vacancies on the Board of Commissioners due to two Board members limits expiring. To date five applications have been submitted to the City. Two of those applications are tenants. There is only one tenant

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commissioner position available. The Development Committee reached out to Mr. John Cross (Economic Director for the Paso Robles Chamber of Commerce) for interest on the PRHA Board. The committee thinks Mr. Cross would be a good candidate. Mr. Willhoit and Ms. Espinoza have turned in their applications for another four-year term. Once appointments have been made, we will have a full Board in March for both PRHA and AHP. There was some discussion.



6. New Business:

- a. **Strategic 5 year plan (see attached memorandum):** Mr. Cooke reported that PRHA concluded its current five-year plan. The Board will now have the opportunity to plan for the next Strategic 5-year plan. For the 2013-2018 five-year plan, we hired Enterprise Communities and we considered the plan was useful and successful. Unfortunately, Enterprise Communities no longer undertakes these five-year plans. Mr. Cooke is now requesting approval to move forward with the process of receiving proposals from qualified planners to assist PRHA with a new five-year plan. He anticipates receiving two-three proposals at the cost of \$14,000-\$15,000. He is also, hoping that the proposals should be ready for approval at the February Board meeting. Mr. Ovitt motioned to approve memorandum and Ms. Espinoza seconded, the motion passed.

7. Other-Open Forum: None

8. Adjourn Board Meeting: Mr. Willhoit adjourned the meeting at 6:27 PM.

- a. The next scheduled meeting is February 19, 2019 at 5:30 PM in the PRHA Community Oak Room.

Chairman  Secretary 

Date 2/19/19