

**HOUSING AUTHORITY OF THE CITY OF PASO ROBLES**  
**BOARD MEETING MINUTES**  
**March 10, 2020**

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

**Meeting called to order by Mr. Willhoit at 5:30 PM.**

1. **Public Comment:** None.
2. **City Liaison Report:** Ms. Garcia reported that she has been attending some of the housing development meetings. When the Housing Committee signed the development contract for the Olsen Ranch, there are going to be some opportunities for affordable housing apartments and Ms. Garcia is wondering if PRHA would take the lead on the project. She was not sure if this is included on our development pipeline. On March 3, 2020 the City talked about the new Regional Housing Needs Allocation numbers from the State. She stated it is going to be difficult for many Cities to meet their numbers. Ms. Garcia reported that the City of Paso Robles did a good job meeting our numbers. However, with the new budget the City of Paso Robles is not sure if they are can meet the new numbers. There has been a discussion with the County to collaborate in order to help meet the numbers. Ms. Garcia also reported that there is a new seniors parking program. They are able to apply for a parking permit for a \$30 cost and will be valid for 6 months. The vehicle will be registered at all times when they park any time downtown.
3. **Consent Agenda:** Mr. Anderson motioned to approve the consent items and Mr. Ovitt seconded, the motion passed.
  - a. **Approval of February 11, 2020 minutes.** Mr. Willhoit mentioned that there was a mistake in wording in the financials. The minutes stated a net surplus of \$133,809, but it should have stated a net deficit of \$133,809. Ms. Guerrero corrected this error.

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- b. **Financials:** Mr. Weickert reported pertinent numbers from the January 31, 2020 financial statements. He reported that cash in the bank totaled \$88,547 and that the balance in the investment accounts totaled \$965,550. He said that the investment account balance would decline over the next couple of months until the developer fees are funded from the Oak Park 3 conversion to permanent financing and other fees are funded, which should yield several hundred thousand dollars. Mr. Weickert reported that revenue for the 7-month period totaled \$407,391; exceeding budget by about \$30,000 and those expenses totaled \$569,882, an \$116,000 reduction from budget. The net results through January was a deficit of \$162,491. He noted that the deficit was expected at this point in the year and that the Oak Park 3 income, anticipated to be booked in May, should put us in a positive position for year-end.

**4. Directors Summary Report:**

**a. Summary Report:**

**PRHA/PRLLC:** Mr. Cooke reported that the final draft of the Strategic Plan is in this month's Board agenda subject to further changes. The changes need to be incorporated into red line version and reviewed by the ED and strategic committee. Once all changes have been incorporated, a final draft will be sent out to the Board members for approval via e-mail. The Board will then ratify the approval at the next board meeting. Oak Park was awarded the Paso Robles Chamber of Commerce Beautification award at the annual Chamber of Commerce dinner on 2/29/2020. Mr. Dick Willhoit made a presentation about Oak Park with Mr. Cooke and Mr. Wes Willhoit accepting the award on behalf of PRHA.

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**Oak Park 1:** Mr. Cooke reported that Oak Park 1 currently is 100% occupied. No maintenance issue to report. Oak Park 1 has 232 applicants on the waitlist.

**Oak Park 2:** Mr. Cooke reported that Oak Park 2 currently has one vacancy. Staff is in the process of qualifying a new tenant and anticipate a move out in March. Oak Park 2 had no maintenance issue to report. Oak Park 2 has 184 applicants on the waitlist.

**Oak Park 3:** Mr. Cooke reported that Oak Park 3 is 100% occupied. Oak Park 3 did have three vacancies fortunately, they filled those units. No maintenance issue to report. Oak Park 3 are doing annual recertification's. Oak Park 3 and Oak Park 4 currently have 270 applicants on the waitlist combined.

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**Oak Park 4:** Mr. Cooke reported that good progress is being made up. PG&E set the electrical meters for the first eleven units and eleven tenants moved in this past weekend (4 Grandview tenants). We are anticipating an additional 17 units will be completed and leased by the end of March. The remainder 47 units is anticipated to be completed by end of April.

- b. **OP4 Construction Progress:** Mr. Cooke stated construction reports provided by Ashwood including photos are in the board packet for review. Mr. Cooke mentioned that Oak Park 4 is 90% completed and aiming for the end of April. Winn are planning to lease up in April and May and have the whole property leased up by June. Fifty-one applicants have already been approved.

**5. Old Business:**

- a. **Strategic Plan Memorandum:** Mr. Cooke reviewed the memorandum to the board and stated that the Strategic Plan final draft is subject to recent further changes. The possible changes recommended need to be incorporated into red line version and reviewed by Executive Director and strategic plan committee and incorporated into the current plan. Once all changes have been incorporated, a final draft will be sent out to the Board members for approval via e-mail for approval. The Board will then ratify the approval at the next board meeting. Mr. Ovitt motioned to approve the memorandum and Mr. Cross seconded, the motion passed.

**6. New Business:**

- a. **Marketing Memorandum:** Mr. Cooke reviewed the memorandum stating to review Simply Clear Marketing proposal to change and create new PRHA brand identity and logo. Mr. Willhoit mention that Mr. Cooke needs to hold them to a schedule (deadline) for completion. There was some discussion. Mr. Anderson motioned to approve the memorandum and Mr. Ovitt seconded, the motion passed.
- b. **Board of Commissioners opening and terms expiring:** Mr. Cooke reported that Mr. Cross was appointed for an additional 4 years by the City. Mr. Cross term will expire February 2024. Mr. Cooke reported that Mr. Willhoit and Mr. Anderson's term expires as Chairman and Vice Chairman and the board will need to select nominees for a new Chairman and Vice Chairman. Mr. Anderson was nominated to be Chairman for a 1-year term due to his term expiring February 2021. Mr. Ovitt motioned to approve Mr. Dave Anderson as Chairman and Mr. Willhoit seconded, the motion passed unanimously. Mr. Josh Cross was nominated to be Vice Chairman for a 1-year term. Mr. Ovitt motioned to



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approve Mr. Josh Cross as Vice Chairman and Mr. Willhoit seconded, the motion passed unanimously.

7. **Other-Open Forum:** Ms. Garcia mentioned that she has been attending some of the Paso Robles school board meetings. Ms. Garcia reported that the school board is reviewing their budget and has mentioned that they might not have enough funds to keep Georgia Brown School open. If they do not have enough funds for Georgia Brown School, they would move to the new Bauer Speck School once it is completed. Ms. Garcia mentioned this was just a topic and if it does go through then this would leave that whole property vacant. Ms. Garcia wanted to let the PRHA board members know because that could be a good property to create for more affordable housing. There was some discussion.

8. **Adjourn to closed session @ 6:17 PM**

9. **Re-adjourn to regular meeting and adjourn meeting @ 7:20 PM**

The Board reported out they reviewed David Cooke's annual performance evaluation and approved a 3% wage increase for the year 2020.

10. **Adjourn:** Mr. Willhoit motioned to adjourn the meeting at 7:20 PM.

Chairman



Secretary



Date

APRIL 22, 2020