

**HOUSING AUTHORITY OF THE CITY OF PASO ROBLES  
BOARD MEETING MINUTES**

**August 11, 2020**

Per CA Executive Order N-25-20, this meeting was held by Zoom Meeting

Chairman:	Mr. Dave Anderson
Commissioners:	Mr. Wes Willhoit
	Mr. Harry Ovitt
	Ms. Beatriz Espinoza
	Mr. Josh Cross
	Ms. Nicol Jaurez
Sec/Dir:	Mr. David Cooke
City Liaison:	Ms. Maria Garcia
CFO:	Mr. Brent Weickert
Recorder:	Ms. Tiffany Guerrero
Staff:	Ms. Liz Lopez Byrnes
	Ms. Betian Webb
Guest:	Ms. Julie Richardson
Absent:	

**Meeting called to order by Mr. Anderson at 5:35 PM.**

1. **Public Comment:** None.
  
2. **City Liaison Report:** Ms. Garcia reported at the last City Council meeting, City of Paso Robles had their Housing Element meeting and their staff gave them an update on Housing Element and the RHNA numbers. The meeting was a long and thorough meeting. Ms. Garcia mentioned that the RHNA numbers are looking good but will still need 383 affordable housing units for the new next Housing Element over an eight-year period. The Housing Element is considering a zoning overlay in certain areas. Ms. Garcia also mentioned that there has been a letter sent out to Mr. Ben Carson, Secretary of HUD, inviting him to Paso Robles. The letter was signed by the Mayor of Paso Robles, Mr. Peschong the supervisor, and Mr. Cunningham. The intent of this letter is to invite Mr. Ben Carson to come to Paso Robles, look at our homeless situation, and see if they can help with some kind of funding to make this a bigger project for the City of Paso Robles. Ms. Garcia mentioned that at the next City council meeting on August 18 there will be a discussion about short term rentals.
  
3. **Consent Agenda:** Mr. Willhoit motioned to approve the consent items and Mr. Ovitt seconded, the motion passed.
  - a. **Approval of July 14, 2020 minutes.** The board had no questions or comments.
  - b. **Financials:** Mr. Weickert highlighted a few key numbers from the June 2020 financial reports. Mr. Weickert said that the reports, while preliminary, include everything he is aware of other than the year-end adjustment to the CalPERS

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accrued unfunded liability. Mr. Weickert stated that he just received the CalPERS annual valuation reports and will discuss them with the auditors to ensure proper booking of this item. Mr. Weickert reported that PRHA recorded \$1,283,727 in income and \$988,755 in expenses for a net surplus of \$294,972. The preliminary results exceed the budgeted surplus by about \$197,000, primarily due to a vacancy in the director of development position and a temporary vacancy in a maintenance position, along with related taxes and benefits. At year-end PRHA has \$120,131 in its operating accounts and \$1,526,110 in the investment accounts.

As for PRLLC, Mr. Weickert reported that \$577,486 was booked as revenue and \$115,870 in expenses for a net surplus of \$461,616. The year-end results were lower than budgeted due to a fee that was due PHRA's development partner on fees received from Oak Park 3. Mr. Cooke noted that the financial reports show that across all three entities there was over \$2 million dollars in the bank and investment accounts.

**4. Directors Summary Report:**

**a. Summary Report:**

**PRHA/PRLLC:** Mr. Cooke reported that PRHA is still on a modified work schedule with three staff members on 4-day workweeks. There has been at least six reported cases of Covid-19 in the Oak Park Community Apartments including Chet Dotter

**Oak Park 1:** Mr. Cooke reported that Oak Park 1 has 2 recent vacancies. Staff is working on new applications and we expect that those will be filled by end of September. As of 8/11/2020 Oak Park 1 has \$700 - \$800 of uncollected rent. No major maintenance issues have been reported.

**Oak Park 2:** Mr. Cooke reported that Oak Park 2 currently has 1 vacancy. Staff is working on new applications and we expect to have the unit filled by September. As of 8/11/2020 Oak Park 2 has \$1,823 of uncollected rent. No major maintenance issues have been reported.

**Oak Park 3:** Mr. Cooke reported that Oak Park 3 is 100% leased. Mr. Cooke mentioned that he did not have an update on uncollected rents. No major maintenance issues have been reported.

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**Oak Park 4:** Mr. Cooke reported that Oak Park 4 is 100% leased. Mr. Cooke mentioned that he did not have an update on uncollected rents. No major maintenance issues have been reported.

**5. Old Business:**

- a. **Woodland Plaza II update:** Mr. Cooke reported that PRHA signed a Letter of Intent late last week with Dick Woodland. Mr. Cooke is working on the Purchase Sale Agreement and is hoping to open escrow soon. PRHA would be partnering with REDS and same basic terms as Oak Park 2 & 4. Mr. Cooke is glad to put the property under contract. Mr. Cooke stated that the current conceptual project will be a senior complex for prospective residents 62 years and older. At this time 78 affordable housing units with 73 one bedrooms and 5 two bedrooms are projected to be on site.
- b. **Line of Credit with Community West Bank:** Mr. Cooke reported a while ago PRHA submitted an application for an unsecured line of credit with Community West Bank. Recently Ms. Richardson, Vice President of Community West Bank, notified Mr. Cooke that the \$500,000.00 unsecured line of credit was approved. Mr. Cooke reported Community West Bank requested to have the two resolutions being presented to be approved by the Board of Commissioners.
  - a. **Resolution 2020-08-11-2020-1:** Mr. Cooke reviewed the resolution with the board stating that the Board of Commissioners of the Housing Authority of the City of Paso Robles authorizing the Housing Authority Executive Director to open bank accounts at Community West Bank with David Anderson, Chairman of the Board of Commissioners, Josh Cross, Vice Chairman of the Board of Commissioners, David A. Cooke, Executive Director / Secretary, Brent Weickert, Chief Financial Officer and Jessica Aguilar, Office Manager as approved signatories on behalf of the "Housing Authority" for Community West Bank. Mr. Ovitt motioned to approve the resolution 2020-08-11-2020-1 and Mr. Willhoit seconded, the motion passed.
  - b. **Resolution 2020-08-11-2020-2:** Mr. Cooke reviewed the resolution with the board stating the Housing Authority Board of Commissioners wishes to borrow Five Hundred Thousand Dollars from Community West Bank under certain terms and conditions as provided by an unsecured promissory note and other documents the

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Bank deems necessary. Whereas the authority desires to receive, the above loan for affordable housing projects to help assist predevelopment expenditures necessary for various affordable housing development projects. Mr. Ovitt motioned to approve the resolution 2020-08-11-2020-2 and Mr. Willhoit seconded, the motion passed.

- c. **Olsen/So. Chandler MOU update:** Mr. Cooke reported that he had received the draft Memorandum of Understanding (MOU) from the City for our review. Mr. Cooke also sent the MOU to our attorney for comments and expect comments back by the end of the week. Mr. Cooke mentioned that the City wants to present it in front of City Council mid-September for approval.

**6. New Business:**

- a. **Audit Memorandum:** Mr. Weickert reviewed the memorandum with the board stating that Bowman and Company has conducted PRHA's annual audits for the past 6 years, each under 3-year agreements. The last agreement expired with the completion of the June 2019 audit. Affordable Housing Paso Robles (AHPR) has also had Bowman conduct its audits for the last 2 years. AHPR committed, through a 3-year agreement, to use Bowman for its June 2020 audit. Staff believes that having the same firm conduct both PRHA and AHPR audits would be the most efficient and least disruptive compared to have different firms conduct the next 2 audits. Mr. Weickert stated that staff recommends to contract with Bowman for 3 years (June 2020-2022). Mr. Cooke reported Bowman and Company has been a good asset, very professional and excellent auditor that we can count on for PRHA and AHPR over the years.

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

**8. Next Meeting scheduled for September 8, 2020 @ 5:30 PM.**

**9. Adjourn: Mr. Anderson motioned to adjourn the meeting at 6:16 PM.**

Chairman

  
David W. Anderson

Secretary

  
David A. Cooke

Date

9/8/2020