

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

November 17, 2020

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

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

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

1. **Public Comment:** None.
2. **City Liaison Report:** None.
3. **Consent Agenda:** Mr. Ovitt motioned to approve the consent items and Mr. Cross, seconded, the motion passed.
 - a. **Approval of September 8, 2020 minutes.** The board had no questions or comments.
 - b. **Financials:** Mr. Weickert highlighted a few key numbers from the September 30, 2020 financial statements. The statements cover the 3-month period of July to September. Mr. Weickert reported that PRHA recorded \$389,973 in income and \$230,248 in expenses for a net surplus of \$159,725. From the balance sheet, Mr. Weickert noted that operating funds totaled \$191,263 and the investment account was valued at \$1,469,000. Mr. Weickert reported that income exceeded budget by about \$128,000 due to receipt of developer fees from Oak Park 4 that had originally been budgeted as deferred fees. The partnership was able to pay out the additional fees due to saving during the development phase. On the expense side, we are about \$70,000 under budget due to reduced staffing costs related to COVID-related reductions in staffing and the vacant development manager position. PRHA's net is about \$198,000 higher than was budgeted for the 3-month period. As for PRLLC, Mr. Weickert reported that \$95,301 was booked for income, all of which was accrued interest on the seller's notes and only had \$289 in expenses.

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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 work weeks. The number of COVID-19 cases has increased throughout the County and is in the purple tier. We have a reported 14 cases here in Oak Park, that we know of but have recovered. A few residents at Chet Dotter have had COVID-19 but no new report recently.

Oak Park 1: Mr. Cooke reported that Oak Park 1 On Site Manager resigned on Oct 30, 2020. This position will be advertised as part time, the position is mainly as night and weekend site manager. It is anticipated the current staff is able to handle workload. Oak Pak 1 is 100% occupied at this time and no maintenance issues to report.

Oak Park 2: Mr. Cooke reported that Oak Park 2 is currently is 100% occupied, however we are in the process of an eviction and awaiting to process through the court. We anticipate the eviction will take place by the end of the month or longer. Another tenant will be moving out at the end of the month. Staff is in the process of processing another applicant. Maintenance found a tenant had a leak in a unit and it appears to have mold. This could cause major damage to the unit. We'll know the extent of the damage by the end of the week. Rent collection has been going fairly well except with one has gotten behind in rent. She will start making monthly payments of \$125, to get caught up and in Dec. 2020 will begin paying full rent. Mr. Cooke mentioned that including all properties, the waitlist is over 300 applicants so the demand for affordable housing is still strong. We are looking at that there will be rent increases in 2021.

Oak Park 3: Mr. Cooke reported that Oak Park 3 is 100% leased. Oak Park 3 has 1-2 tenant behind in rent and on a payment plan. No major maintenance issues have been reported.

Oak Park 4: Mr. Cooke reported that Oak Park 4 is 100% leased. Oak Park 4 has 1 tenant behind in rent and on a payment plan. No major maintenance issues have been reported.

5. Old Business: Proceeded to Development Pipeline.

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6. **Development Pipeline:** Mr. Cooke mentioned a couple of things to discuss regarding Olson/So Chandler. Currently the Request for Qualifications (RFQ) is on hold. We are waiting for master developer and their plan to begin the project. They will be meet with Mr. Cooke in next couple weeks as far as direction. They have been trying sell the property or parts of it and timing could be issue. Mr. Cooke updated the status of the Woodland Plaza. Mr. Cooke showed a recent aerial site photo that Mr. Larry Warner took of the vacant parcel. On 11/16/2020, Mr. Cooke attended a Design Review Committee meeting with the City and did a presentation. The latest conceptual plans will consist of independent, senior housing +62 years and older. 79 total units that will be 73-one bedrooms and 6-two bedroom units and will be 3 stories. There was discussion on this project layout, etc.


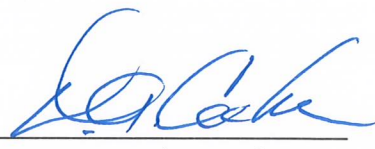
7. **New Business:**

- a. Mr. Cooke reviewed the results of proposed times for changing the current time of the board meeting. The Board agreed on changing the time to 5PM. The meeting date will remain the same, as the 2nd Tuesday of the month. Mr. Cooke will bring a Resolution to a board meeting, reflecting this change to amend the PRHA By-Laws. A board member asked if the next board meeting will be at 5:30 before the resolution is passed. Mr. Cooke advised the Board that it isn't necessary and meeting at 5:00 PM is OK until we pass a resolution because it is basically administrative.

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

9. **Next Meeting scheduled for December 8, 2020 @ 5:00 PM.**

10. **Adjourn:** Mr. Anderson motioned to adjourn the meeting at 6:30 PM.

Chairman  Secretary 
David W. Anderson David A. Cooke

Date 12/8/2020