

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

~~August 11, 2020~~ 9/8/2020 

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

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

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

1. **Public Comment:** None.

2. **City Liaison Report:** Mr. Strong mentioned that 10 million short fall on the City. The City is leaving it up to the voters on how many cuts they want or if they want to help by increasing the sales tax. Mr. Strong reported that it will be on the ballot in November. Our purpose is to use it primarily for our public safety and fire. If there is any money left over it may be used on roads. However, it is a general tax; legally we can use it for anything. The City is still dealing with the homeless. The City is trying to remove the people out of the riverbed so they can prevent any more fires. The homeless encampment is not being utilized as much it was intended for.

3. **Consent Agenda:** Mr. Ovitt motioned to approve the consent items and Ms. Espinoza seconded, the motion passed.
 - a. **Approval of August 11, 2020 minutes.** The board had no questions or comments.
 - b. **Financials:** Mr. Weickert highlighted a few key numbers from the July 2020 financial reports. Mr. Weickert reported that PRHA recorded \$58,230 in income and \$77,496 in expenses for a net deficit \$19,266. Income exceeded projections by \$12,886 due to positive investment results. Expenses were \$21,855 lower than projections due to lower staffing costs from the reduced work schedules resulting from COVID and the open development position. Mr. Weickert reported that PRHA had \$58,770 in its operating accounts and \$1,539,774 in its investment accounts. He added that the next development

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fee was due in August and would be about \$140,000 of which PHRA would get about \$120,000. As for PRLLC, Mr. Weickert reported that \$31,767 was booked for revenue and \$103 in expenses for a net surplus of \$31,664.

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 10-12 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 vacancies, however expect 2 additional move outs within the next 2 weeks and one move-in by mid-September. We have staff working on new applications and we expect that those will be filled by October. Rent was not late until after 4:30pm today due to the holiday, meaning they had an extra day. No major maintenance issues have been reported.

Oak Park 2: Mr. Cooke reported that Oak Park 2 is currently is 100% occupied, however we expect an eviction at the end of September. Rent was not late until after 4:30pm today due to the holiday, meaning they had an extra day. No major maintenance issues have been reported.

Oak Park 3: Mr. Cooke reported that Oak Park 3 is 100% leased. Oak Park 3 has 3 tenants approximately 1 month behind on 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 approximately 1 plus month behind on rent. No major maintenance issues have been reported. We received \$148,129.82 for Oak Park 4 construction completion from the limited partner CREA. This is divided \$125,909.82 to PRHA and \$22,220 to AHPR. We expect the conversion to permeant financing in early to mid-January.

5. Old Business:

- a. Woodland Plaza Seniors Purchase Sale Agreement update:** Mr. Cooke reported that it is in escrow and that he has gave the site a deposit.

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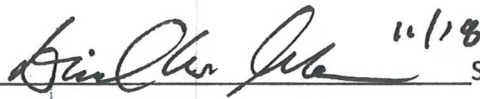
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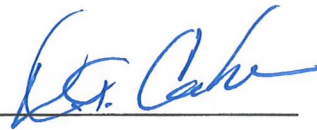
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- i. **Preliminary timeline:** Mr. Cooke went over the preliminary timeline with PRHA board members and reported when certain things will be completed by.
 - ii. **Conceptual Plans:** Mr. Cooke went over the overall site plan with the PRHA board members. He mentioned that they are planning 73 one bedrooms and 5 two bedrooms. Mr. Cooke stated that there will be 2 floors and one side of the apartment would have a 3rd floor.
 - b. **Line of Credit with Community West Bank:** Mr. Cooke reported that Community West Bank did fund us with the Line of credit.
 - i. **Used 50K for Woodland escrow deposit:** Mr. Cooke reported that he had used the 50K towards the escrow deposit.
 - c. **Olsen/So. Chandler MOU update:**
 - i. **September 15, 2020 City Council meeting for approval:** Mr. Cooke reported that he has received the MOU back from the City of Paso Robles. Mr. Cooke is now going to present it at the September 15 City Council meeting for approval to kick off this project.
6. **New Business:** None
7. **Other-Open Forum:** None
8. **Next Meeting scheduled for October 13, 2020 @ 5:30 PM.**
9. **Adjourn:** Mr. Anderson motioned to adjourn the meeting at 5:57 PM.

Chairman

 11/18

Secretary



David W. Anderson

David A. Cooke

Date

11/12/2020