

**HOUSING AUTHORITY OF THE CITY OF PASO ROBLES
BOARD MEETING MINUTES
March 9, 2021**

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. Nicol Jaurez
	Mr. Charles Routh
Sec/Dir:	Mr. David Cooke
CFO:	Mr. Brent Weickert
Recorder:	Ms. Tiffany Guerrero
Staff:	Ms. Betian Webb
Guest:	Ms. Julie Richardson
	Mr. Kevin Kopp
Absent:	Ms. Liz Lopez Byrnes
	Ms. Beatriz Espinoza

Meeting called to order by Mr. Anderson at 5:02 PM.

1. **Public Comment:** None.
2. **New Board Member introduction:** Mr. Cooke welcomed Mr. Dave Anderson back for another 4 years. Mr. Cooke mentioned that he will continue to be PRHA chairman till next year. Mr. Cooke also introduced Dr. Charles Routh as PRHA tenant commissioner from Oak Park 4. Dr. Routh gave a little background about himself to the Board.
3. **City Liaison Report:** None- City Council Members were absent
4. **Consent Agenda:** Mr. Ovitt motioned to approve the consent items and Mr. Willhoit, seconded, the motion passed. 6 ayes, 0 noes, 1 absent
 - a. **Approval of February 9, 2021 minutes.** The board had no questions or comments.
 - b. **Financials:** Mr. Weickert reported that the statements that were provided are 7 month statements ending January 31st. PRHA income is at \$983,000 and expenses are at \$518,000 leaving a net surplus of \$464,000. Compared to budget income is roughly \$235,000 higher than what budget would anticipate around this time of year. Expenses were at \$191,000 lower so we are actually \$426,000 better than the projected budget. Mr. Weickert pointed out the that it was due to accelerated developer fees we earned and some reduced staffing. On the balance sheet PRHA has \$766,000 in the

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checking accounts. In the investment account PRHA has \$1,507,000. PRHA paid out \$50,000 in pre-development costs for River Walk project. Mr. Weickert stated that PR LLC is within budget. \$222,000 of income has been received and it's all related from accrued interest on the seller notes. \$623 of expenses were spent on insurance. PR LLC is showing a \$221,000 net surplus. PR LLC has \$3,000 in checking account. There has been little activity. PR LLC does hold the seller notes for all 4 developments. Those notes total approx. \$12,000,000 with accrued interest totally of approx. \$1,700,000.

5. Directors Summary Report:

a. Summary Report:

PRHA/PRLLC: Mr. Cooke reported that PRHA/Oak Park is still on a COVID-19 protocol. PRHA has two staff members on 4-day work schedule. We don't expect any changes in the current COVID-19 situation for months to come. No major changes since the last Board Meeting.

Oak Park 1: Mr. Cooke reported that Oak Park 1 currently has one vacancy. PRHA staff is actively looking for a qualified tenant for the 4 bedroom PBV unit. We expect that we should have the unit filled by the end of the month. No maintenance issues to report. Collection issues because of COVID-19 are still better than we anticipated and have not seen any major fiscal impact.

Oak Park 2: Mr. Cooke reported that Oak Park 2 is currently 100% occupied. No maintenance issues to report. Collection issues because of COVID-19 are still better than we anticipated and have not seen any major fiscal impact. Mr. Cooke reported that Oak Park 1 and Oak Park 2 are getting bids from Arborist to trim all of the Oak trees in OP-1, OP2 and Chet Dotter. One of the oak trees might have to get cut down due to it having decay inside of the trunk. We are looking at around +/- \$30,000.

Oak Park 3: Mr. Cooke reported that Oak Park 3 has 1 vacancy and hopefully have it filled by the end of next week. 2 residents are behind in rent at this time due to COVID-19. No major maintenance issue to report.

Oak Park 4: Mr. Cooke reported that Oak Park 4 has two vacancies and is expected to have them both filled by 3/15. No major maintenance issue to report.

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6. Old Business:

- 7. Development Pipeline:** Mr. Cooke reported that a lot has not changed from last month. Mr. Cooke mentioned that Olsen/ So. Chandler original developer is trying to sell the property. PRHA is waiting for new ownership then when that happens PRHA will try and get it in escrow. 1041 Creston is on hold for now. The seller did call to ask if we are still interested in buying property so thinking they might have dropped the price. Mr. Cooke reported that he has met with potential partners for 2725 Buena Vista and are interested in making a USDA project farmworker housing. Preliminary Proforma looks feasible. Mr. Cooke will be meeting with City Community Development to discuss project and zone change. Mr. Cooke reported that River Walk (Woodland) have all planning approvals needed to date. Project will be on hold until we receive notifications from CTCAC if awarded tax credit allocation. If awarded construction could begin by December 2021.

8. New Business:

- a. Review Highlights of Strategic Plan to date:** Mr. Cooke went over the memorandum with the board. Mr. Cooke did highlight a few items. He stated that this is an annual recap of the 2020-2025 Strategic Plan. The vision for 2020-2024 is that PRHA is a vital force in sustaining the community of Paso Robles and the northern county of San Luis Obispo. With an ever-growing portfolio of affordable housing projects and services, PRHA enriches the lives of the people we serve. Mr. Cooke was proud to announce that PRHA managed to exceed fiscal projections in 2020 and is on path to also exceed 2021 YE projections. Mr. Ovitt motioned to approve the memorandum and Mr. Willhoit, seconded, the motion passed. 6 ayes, 0 noes, 1 absent
- b. Scholarship Plan / Memo:** Mr. Cooke reported that he provided all the board members with a scholarship program packet to review. Mr. Cooke stated that Mr. Weickert, Ms. Webb and himself came up with this plan. Mr. Cooke reviewed the memorandum with board members and mentioned that this plan will reinstate yearly. PRHA offers a limited number of scholarships to students enrolled in university, college, trade, or vocational programs. These scholarships are supported by funds designated by the PRHA Board of Directors and may be supplemented by private and corporate donors. In the 2021 budget, \$5,000 is to be awarded and distributed as recommended by PRHA College Scholarship Committee per the PRHA Scholarship Program. The recommendation for this memorandum to pass is for the PRHA Board Members to approve Scholarship Program of Paso Robles Housing Authority

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as presented and to approve proposed 2021 Budget as presented. There was some discussion. Mr. Ovitt motioned to approve the memorandum and Mr. Willhoit, seconded, the motion passed. 6 ayes, 0 noes, 1 absent

- c. **Review PRHA Investments:** Mr. Weickert reported that PRHA board members asked for statements from the investment account last month. Mr. Weickert provided 2 different statements. A few items were highlighted such as in September 2019 PRHA approved Wacker as the investment advisor. At that point PRHA moved \$750,000 into the investment account. In June 2020 another \$700,000 was moved over with a total of \$1,450,000 put into the investment account. Mr. Weickert stated as far as active management \$500,000 is being actively managed by Wacker.

9. **Other:**

- a. **2021 Board Roster:** Mr. Cooke reported that he provided everyone with a new Board Roster with all the board members contact information.

10. **Adjourn to closed session @ 6:10 PM**

11. **Re-adjourn to regular meeting and adjourn meeting @ 6:20 PM.**

The Board reported out they reviewed David Cooke's annual performance evaluation and approved a 4% wage increase for the year 2021.

12. **Next PRHA meeting scheduled for April 13th, 2021 @ 5:00 PM.**

13. **Adjourn:** Mr. Anderson motioned to adjourn the meeting at 6:20 PM.

Chairman



David W. Anderson

Secretary



David A. Cooke

Date

April 14, 2021