

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

April 13, 2021

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

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

Meeting called to order by Mr. Anderson at 5:01 PM.

1. **Public Comment:** None.
2. **City Liaison Report:** Ms. Garcia reported that Walmart Pharmacy has started providing Covid-19 vaccines. All Pharmacy staff were trained properly and are all CPR certified. Ms. Garcia did report that she had received a text message from her boss at Walmart stating that COVID-19 vaccine Johnson and Johnson is on hold right now due to the side effects of blood clots. This is affecting Walmart because that is all they have in stock. Ms. Garcia stated that the City of Paso Robles received a grant for crosswalk upgrade on Niblick. Ms. Garcia was invited to take a tour of the new Senior Living Apartments, The Oaks at Paso Robles. Ms. Garcia mentioned that it's a very nice facility.
3. **Consent Agenda:** Mr. Ovitt motioned to approve the consent items and Ms. Espinoza, seconded, the motion passed. 4 ayes, 0 noes, 3 absent
 - a. **Approval of March 9, 2021 minutes.** The board had no questions or comments.
 - b. **Financials:** Mr. Weickert reported that the statements that were provided are for the 8-month fiscal period. PRHA has \$1,032,000 of income, \$589,000 of expenses leaving a net surplus of \$443,000. Compared to budget income is roughly \$239,000 higher than what was forecasted. Expenses were at \$220,000 lower than budget forecasted. On the balance sheet PRHA has cash

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of \$739,000 in the checking accounts, \$562,000 in investment account and \$950,000 fixed income investment account. PRHA paid out \$50,000 in pre-development costs for River Walk project. Mr. Weickert stated that PR LLC has had little activity. Year to date there is \$254,000 income recorded and \$706.00 recorded with a net surplus of \$253,000. 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.

4. Directors Summary Report:

a. Summary Report:

PRHA/PRLLC: Mr. Cooke reported the PRHA/ Oak Park is still on a COVID-19 protocol. PRHA has two staff members on 4-day work schedule until May when we will be going to an alternate work plan. We don't expect any changes in the current COVID-19 situation for months to come. No other 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 this 4 bedroom PBV unit and expect that we should have the unit filled by the end of the month. No major maintenance issues to report. We have had a few late payers this month but no collections because of COVID-19. We 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, however we expect a move out any day. PRHA staff are actively looking for a qualified tenant for this unit. No major maintenance issues were reported. One tenant is behind \$1606 due to COVID-19 but has paid monthly rent and has reduced debt. We are still better than we anticipated and have not seen any major fiscal impact.

Oak Park 3: Mr. Cooke reported that Oak Park 3 is currently 100% occupied. One resident is behind \$1,444.00 due to COVID-19. No major maintenance issues to report.

Oak Park 4: Mr. Cooke reported that Oak Park 4 has two vacancies one of which is a VASH unit that is in the process of moving in by 4/8/21 and the other vacancy has a pending date move-in date of 4/9/21. A few late payers but no major collections but not COVID related.

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5. Old Business:

- a. **Development Pipeline:** Mr. Cooke went over the Development Pipeline with PRHA board members. Some of the highlights were that Mr. Cooke will reach out to the owners of Avalon Motel to see if they are interested to sell. The Olsen/So. Chandler is back on the radar. Development Committee working on RFQ and purchase sale agreement. The Owner is in the process of negotiating with 3 home developers and expect to finalize contracts within the next 4-5 weeks. If all goes well, will start grading in July. Mr. Cooke reported that he is working on a letter of intent to the sellers of Buena Vista. Mr. Cooke met with City Community Development to discuss project and zone change. We are exploring many financing options. The sellers from Creston reached out to Mr. Cooke asking if he was still interested in the property. River Walk project has all planning approvals needed to date. Project will be on hold until we receive notification from CTCAC if awarded tax credit allocation. Based on self-scoring preliminary tie breakers River Walk Terrace tie breaker score does not good. If awarded construction could begin by December 2021. Also working on alternate funding plan from the HCD Affordable housing and Sustainable Community Program funds land-use, housing, transportation, and land preservation projects to support infill and compact development that reduce greenhouse gas emission.
- b. **PRHA Scholarship Plan Update report by Beatriz E. & Julie R.:** Ms. Espinoza stated that she was thrilled to have participated in this year's scholarship committee. Ms. Espinoza reported that most of the applications she read were children that have had a tough road growing up and all of the obstacles that they overcome. She did mention that it was very hard to eliminate applicants. Ms. Espinoza did mention that they had 7 candidates. 6 of those applicants are going to a 4-year college and will receive \$1,000 each and 1 applicant will go to Cuesta College and will receive \$300. Ms. Richardson added that all of the applications had amazing GPA and it was a tough decision to make. Ms. Richardson stated that this would be a great thing to continue and to try to get more funding to provide more scholarships.

6. New Business:

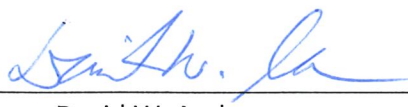

- a. **FYI:** Mr. Cooke announced that PRHA employees will be changing to an alternate work schedule. Mr. Cooke stated that it will allow employees a day off every other week with eight 9-hour work days and one 8-hour day (80 hours) every 2 weeks. Alternating employees schedule allows for office to be open M-F.

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7. Other: None
8. Next PRHA meeting scheduled for May 11th, 2021 @ 5:00 PM.
9. Adjourn: Mr. Anderson motioned to adjourn the meeting at 5:51 PM.

Chairman  Secretary 
David W. Anderson David A. Cooke

Date 5/11/2021