

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

July 13, 2021

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

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

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

1. **Public Comment:** None

2. **City Liaison Report:** Mr. Strong reported that the City of Paso Robles hired a new City Manager and hopefully they will announce who it is at the beginning of August. Mr. Strong mentioned that the City is trying their best to fixing and maintain the streets with the latest Paso Robles sales tax increase. Mr. Strong also reported that there has been a lot of controversy about downtown parking and park lets for the restaurants.

3. **Consent Agenda:** Mr. Willhoit motioned to approve the consent items and Ms. Espinoza, seconded, the motion passed. 6 ayes, 0 noes, 1 absent
 - a. **Approval of May 11, 2021 minutes.** The board had no questions or comments.
 - b. **Financials:** Mr. Weickert reported that the financial statements provided are for 11 months ending May 31, 2021. PRHA reported \$1,207,000 of income and \$804,000 of expenses leaving a net surplus of \$403,000. Compared to budget income is roughly \$172,000 above budget that what was forecasted. Expenses reported were \$303,000 under budget than budget forecasted. The balance sheet reported PRHA has cash of \$643,000 in the checking accounts, \$595,000 in investment accounts, and \$950,000 in fixed income investment accounts. PRHA paid out \$96,000 in pre-development costs for

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River Walk project and other developments. Mr. Weickert stated that PR LLC has had little activity. Year to date there is \$349,000 income recorded and \$956.00 of expenses recorded with a net surplus of \$348,000. Additionally, PR LLC holds the seller notes for all 4 Oak Park developments. Those notes total approx. \$12,000,000 with accrued interest totaling of approx. \$1,800,000.

4. Directors Summary Report:

a. Summary Report:

PRHA/PRLLC: Mr. Cooke reported the PRHA office re-opened the office doors back to normal business hours back on June 15th and issued new Covid-19 guidance based on State recommendations.

Oak Park 1: Mr. Cooke reported that Oak Park 1 is currently 100% occupied with no expected move outs in the near future. Mr. Cooke also, reported that the oak tree trimming contract has been completed. The Bunyon Bros, Tree Service did a good job along with Arborist Consultant Heritage Tree. We have a few late payers this month but no new collections because of COVID-19.

Oak Park 2: Mr. Cooke reported that Oak Park 2 currently has one vacancy. We expect the vacant unit to be occupied by the end of the month. The oak tree trimming contract has been completed except for one tree that has to be removed. City Council approved the removal at its July 8th council meeting, so the removal of the tree will be within the next few weeks. We will have to replant on Coastal Oak Tree. The Bunyon Bros, Tree Service did a good job along with Arborist Consultant Heritage Tree. We have a few late payers this month but no new collections because of COVID-19.

Oak Park 3: Mr. Cooke reported that Oak Park 3 is currently 100% occupied. No residents were reported behind in rent due to COVID-19. No major maintenance issues to report. Winn has hired a new maintenance person. A second maintenance person is being pulled from another facility on an as needed basis for immediate repairs until they fill the opening.

Oak Park 4: Mr. Cooke reported that Oak Park 4 has no vacancies. No residents were reported behind in rent due to COVID-19 but a few late payers were reported. No major maintenance issues to report. A second maintenance person is being pulled from another facility on an as needed basis for immediate repairs until they fill the opening.

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- b. **PRHA Covid-19 guidance:** Mr. Cooke went over the PRHA COVID-19 guidance with PRHA board members. Mr. Cooke stated that this handout is the new Covid-19 guidance based on State recommendations and how we are managing of opening the office. PRHA board members did not have any questions.

5. Old Business:

- a. **Development Pipeline:** Mr. Cooke went over the Development Pipeline with PRHA board members and reported not much has changed from last board meeting. Mr. Cooke mentioned that the MOU is signed by the City for Olsen/So. Chandler. A Request for Qualifications (RFQ) was sent out to potential co-developer partners with PRHA. Submittals are due on 7/21/21. The PRHA Dev. Committee will review and make recommendation for approval at the August 2021 Board meeting. The owner is reporting grading may begin in August on subdivision. 2725 Buena Vista Drive is an ongoing discussion with potential partner. Dev. Committee has met with City Community Development to discuss project and zone change. Zone change takes about a year to change according to the City. Mr. Cooke recently spoke with the Seller and is working on an LOI to present. Mr. Cooke recently talked to the owner representative of 1041 Creston Road. Owner reported they have donated the property to the St. Rose Catholic Church. Mr. Cooke discussed making an offer to have new owner defer the majority of the agreed upon purchase price with a two-year escrow with an option for an additional one year. Mr. Cooke reported that River Walk Terrace was not awarded Tax Credits for the 2021 first round. Also, received notice that our FHLB-AHP application was not awarded. We have submitted an AHSC transportation application and working with AHDC to come up with other alternative plan for additional financing.

6. New Business:

- a. **PRHA/AHPR/PRLLC June 2021 Proposed Budget:** Mr. Weickert went over PRHA and PRLLC June 2021 proposed budget power point with PRHA board members. Mr. Weickert reported that PRHA total projected income budgeted is \$819,089. PRHA will receive property management fees and staffing costs for Chet Dotter, Oak Park 1, and Oak Park 2. These are projected to total \$532,680. PRHA projected expenses total \$971,126. \$885,896, or 91% is staffing related. Professional fees are budgeted at

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\$32,000. The remaining \$53,230 of expenses include: insurance, scholarships, and general/administrative and office costs. PRLLC projected income is for the interest on seller notes is \$382,785 from all 4 Oak Park properties. PRLLC projected expenses are audit and insurance for a total of \$4,000. Mr. Willhoit motioned to approve the PRHA/PRLLC June 2021 proposed budget and Mr. Cross, seconded, the motion passed. 6 ayes, 0 noes, 1 absent

7. Other:

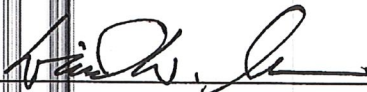
- a. Discuss having Board meetings changed back to in person meeting held at PRHA Oak Room beginning August 2021 or continue virtual zoom meetings:

Mr. Cooke asked the board members what did they think about meeting again in person or if board members wanted to continue virtual zoom meetings. Mr. Willhoit suggested if we can have both options available. All board members agreed to that option. Mr. Cooke reported for August 10th board meeting people can come in person to the meeting or sign in on zoom.

8. Next PRHA meeting scheduled for August 10th, 2021 @ 5:00 PM.

9. Adjourn: Mr. Anderson motioned to adjourn the meeting at 6:02 PM.

Chairman



David W. Anderson

Secretary



David A. Cooke

Date

8/10/2021