

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

**August 10, 2021**

**Meeting was held in person (per lifted County Covid-19 restriction) and  
by Zoom Per CA Executive Order N-25-29.**

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Chairman:	Mr. Dave Anderson
Commissioners:	Mr. Wes Willhoit
	Mr. Charles Routh
	Ms. Nicol Jaurez
	Mr. Harry Ovitt
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
	Mr. Josh Cross

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

1. **Public Comment:** None
2. **City Liaison Report:** None
3. **Consent Agenda:** Mr. Willhoit motioned to approve the consent items and Mr. Routh, seconded, the motion passed. 5 ayes, 0 noes, 2 absent
  - a. **Approval of July 13, 2021 minutes.** The board had no questions or comments.
  - b. **Financials:** Mr. Weickert reported that the financial statements provided are for the preliminary year end date. PRHA has accounted for everything except for any change in the accrued liability account for CalPERS. PRHA is ending the year with \$1,261,481 of revenue which is higher than budgeted roughly by \$95,000. On the expense side, PRHA ended the year with \$881,369 leaving a surplus income of \$380,112 which is \$421,000 better than budget. Expenses were \$325,840 lower than budget because of budgeted items like un-hired staff position for Development Manager and some abbreviated work schedule due to Covid -19. Employee benefits is showing under budget by about \$79,000 due to CalPERS always a year behind in reporting. Mr. Weickert stated that PR LLC has had little activity. PR LLC has recorded \$349,000 in income and \$956.00 of expenses with a net surplus of \$380,255. On the balance sheet PRHA has \$638,779 in cash account, \$597,000 in managed investment account, and \$950,000 in fixed income investment

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account which puts PRHA at \$2,252,000 in current assets. PR LLC has roughly \$3,000 in cash account and also holds the seller notes for all 4 Oak Park developments. Those notes total approx. \$12,000,000 with accrued interest totally 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 15<sup>th</sup> and issued new Covid-19 guidance based on State recommendations. Anybody behind PRHA office doors are required to wear a mask. Mr. Cooke reported that Ms. Nicol Jaurez (Board Commissioner) has submitted her resignation effective immediately as a Tenant Board Commissioner and is moving out of the Oak Park Community next month. This will be Ms. Jaurez last Board meeting.

**Oak Park 1:** Mr. Cooke reported that Oak Park 1 is currently 100% occupied with no expected move outs in the near future. Oak Park 1 had a fire in unit 809 29<sup>th</sup> Street Unit 201 on Sunday 8/1 where the fire department was called out. There was minimal smoke/fire damage, however there was a lot of water damage from the fire sprinklers in the fire damaged unit and the two units below. Ms. Lopez Byrnes and Mr. Mike Wilson were called out and had Rainbow International come out to begin drying out the units to prevent any mold issues. We are still assessing the damage; however, it looks like we will be able to make the repairs internally without calling on any outside bids or making a claim to our insurance company. We estimate the damage to be under \$10,000. 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 is currently 100% occupied however we do expect a move out in the near future. No major maintenance issues to report. 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 currently have 2 vacancies. 2 applicants are approved and set to move in the 18<sup>th</sup> of August. 15 tenants are behind in rent due to Covid-19. The on-site manager has reached out to see what the tenant's issues are and have been sending out applications for the Covid-19 Relief Program to provide rental assistance, if qualified. Many

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tenants do not need the relief programs and should be paid up by this month. No major maintenance issues to report.

**Oak Park 4:** Mr. Cooke reported that Oak Park 4 has no vacancies. 9 tenants are behind in rent due to Covid-19. The on-site manager has reached out to see what the tenant's issues are and have been sending out applications for the Covid-19 Relief Programs to provide rental assistance, if qualified. Many tenants do not need the relief programs and should be paid up by this month. No major maintenance issues to report.

**5. Old Business:**

- a. **Development Pipeline:** Mr. Cooke went over the Development Pipeline with PRHA board members and reported not a whole lot of changes from last board meeting. Mr. Cooke reported that he will reach out to the owners at the Avalon Motel to see if they are now interested in selling the property. Eminent Domain is a possibility. Peoples' Self Help Housing may be interested in partnering with us. Mr. Cooke reported that the Olsen/So. Chandler projects owner reported grading may begin at the end of the month. RFQ 's for the project were sent out to potential co-developer partners with PRHA. All submittals were received by the due date of 4/21/21 and reviewed by the Development Committee (see results below). A draft Donation Agreement was sent out to seller for review and comment. Mr. Cooke reported that the seller for 1041 Creston Rd. property have accepted an offer of \$4,000,000 for a market rate project. Owner reported they have donated the property to the St. Catholic Church. The property is in escrow and on hold for now. Mr. Cooke reported that River Walk Terrace was not awarded Tax Credits for the 2021 first round. We have submitted an alternate funding plan from the HCD Affordable Housing and Sustainable Community (AHSC) Program funds land-use, housing, transportation, and land preservation projects to support infill and compact development that reduce greenhouse gas emissions. We received notice that the HCD has increased the amount of funding available for this round of applications. We are expected to hear applications results sometime in October 2021.
- b. **Approval of RFQ for Co-Developer Partner as recommended by the Development Committee (Memorandum):** Mr. Cooke reviewed the memorandum with PRHA board members. Mr. Cooke stated that the



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Development Committee recommends AHDC as its Co Development Partner subject to entering into Memorandum of Understand of all terms and conditions including negotiating property management fees and potential roles as a Co-Property Manager for PRHA. All of the respondents were well qualified with years of experience and many completed affordable housing projects. The committee unanimously thought the AHDC submitted the most impressive RFQ response plus their familiarity with PRHA as a successful Co-Developer Partners on River Walk Terrace, Oak park 3 and Oak Park 4. The development fee is proposed to be an overall split to be 60% AHDC and 40% PRHA including incentive leasing fee and any negotiated Co-Property Management fee. This split would also include any Pre Development cost and expenses. Mr. Ovitt motioned to approve the memorandum and Mr. Willhoit, seconded, the motion passed. 5 ayes, 0 noes, 2 absent

6. New Business: None
7. Other: None
8. Next PRHA meeting scheduled for September 14<sup>th</sup>, 2021 @ 5:00 PM.
9. Adjourn: Mr. Anderson motioned to adjourn the meeting at 5:53 PM.

Chairman

  
David W. Anderson

Secretary

  
David A. Cooke

Date

Sept 15, 2021