

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

November 9, 2021

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

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

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. Cross, seconded, the motion passed. 5 ayes, 0 noes, 1 absent
 - a. **Approval of September 14, 2021 minutes.** The board had no questions or comments.
 - b. **Financials:** Mr. Weickert reported that the statements that were provided are a 3-month statement ending September 30. PRHA reported \$298,388 of income, \$231,512 of expenses leaving a net income of \$66,000. On the balance sheet PRHA reported cash of \$533,000 in the checking accounts, \$1,540,000 in investment account with a total current asset of \$2,130,000. Mr. Weickert stated that PR LLC only activity was booking the notes. PR LLC reported \$95,000 income recorded. PR LLC is the holder of the seller notes for all 4 Oak Park developments. Those notes total approx. \$12,000,000 with accrued interest totaling approx. \$1,900,000.
4. **Approval of PRHA Audited Financial Statements:** Mr. Weickert reported the Audit by our accounting firm Bowman and Company was a clean audit. Mr. Cooke and Mr. Weickert reported reviewing the audit page by page with Bowman and Company. The accountants did make 2 changes to the audit and it was nothing significant. The first change was to move the Pre-Development cost from PRHA to AHPR. The second

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change was to update the CalPERS liability account. Mr. Weickert also mentioned that he had to input 3 journal entries. Mr. Ovitt motioned to approve the PRHA Audited Financial Statements and Mr. Willhoit, seconded, the motion passed. 5 ayes, 0 noes, 1 absent

5. Directors Summary Report:

a. Summary Report:

PRHA/PRLLC: Mr. Cooke reported due to the recent surge in the COVID-19 virus, PRHA is requiring a mask upon entering the office and closing the Community Room except for the YouthWorks program which is also on strict protocols based on County and City recommended policy. We don't expect any changes in the near future. The Board meetings have begun hybrid meetings where you can attend in person or have the option to attend virtually.

Oak Park 1: Mr. Cooke reported that Oak Park 1 currently has 1 vacant unit, however, we have qualified a new tenant and expect they can move in within 30 days. Oak Park 1 will be replacing two damaged solar units at a cost of approx... \$1,900 each. Oak Park 1 expects a few late payers this month and possibly a few 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. Oak Park 2 will be replacing two damaged solar units at a cost of approx... \$1,900 each. Oak Park 2 expects a few late payers this month and possibly a few new collections because of Covid-19. Mr. Cooke stated that the newly hired Oak Park 2 Site Manager has given notice to quit. We are again in the process of hiring a new Site Manager.

Oak Park 3: Mr. Cooke reported that Oak Park 3 currently has 3 vacancies. The Winn Staff reported they qualified tenants for these units and planning on moving them in by the end of the week. Oak Park 3 has reported that 8 tenants haven't paid any rent due to COVID-19. The on-site manager has filled out applications for these tenants to get assistance from the COVID Relief Program and Salvation Army. No major maintenance issues to report.

Oak Park 4: Mr. Cooke reported that Oak Park 4 has 2 vacancies. The Winn Staff have reported they have qualified tenants for these units and planning on moving them in by the end of the week. Oak Park 4 has reported that 8

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tenants haven't paid any rent due to COVID-19. The on-site manager has filled out applications for these tenants to get assistance from the COVID Relief Program and Salvation Army. No major maintenance issues to report. WinnCompany is actively looking for a Maintenance Technician.

6. Old Business:

Development Pipeline: Mr. Cooke reviewed the Development Pipeline with PRHA board members. Mr. Cooke reported that the owners of the Avalon Motel are still not selling property and they are planning on developing the property themselves. River Walk Terrace: Mr. Cooke reported that River Walk Terrace have received all planning approvals needed to date. Additional application for AHDC and MHP applications have been submitted and are for 11mm each. Either of these applications would help booster the LIHTC application tie breaker score significantly. We are fairly confident either of these application, if awarded, would be enough to win a Tax Credit allocation. If we are awarded either of these applications, we would move forward to finalizing the plans and submitting improvement plans to the City for plan check.

Olsen So. Chandler: Mr. Cooke reported that he will be setting up another design meeting with the City to review plan changes in a few weeks. After additional changes are made per the City suggestions. We will then set up a meeting with the DRC committee in December and Planning Commission in the latter part of January. We are considering Rick Engineering to be the Civil Engineer. Rick Engineering is the Civil for the Vinedo Specific Plan.

7. New Business:

Holiday Celebration: Mr. Cooke reported that it is time to discuss our Annual Holiday celebration. Mr. Cooke mentioned that in the past PRHA used to host all employees and board members at Hunter Ranch. Mr. Cooke and Mr. Anderson have been discussing other options. Mr. Cooke mentioned that he and Mr. Anderson have come up with the idea of hosting it at the Riboli Family Winery. Mr. Cooke called and they have a room that we could reserve and have it catered. All Board Members liked the idea and want to go forward with it.

8. Adjourn to closed session: Adjourn to closed session at 5:40pm

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9. Re-Adjourn to regular session: Re-Adjourn to regular session at 5:46pm. No action required.

10. Other: Mr. Cooke wanted to point out that Mr. Anderson term as a Chairman will be expiring in February and Mr. Cross term as a Vice-Chair will be expiring as well at the end of February. Mr. Ovitt term expires in February and Mr. Cooke reported that if he wanted to re-apply that he would need to apply with the City.

11. Next PRHA meeting scheduled for December 14th, 2021 @ TBD.

12. Adjourn: Mr. Anderson motioned to adjourn the meeting at 5:50 PM.

Chairman



David W. Anderson

Secretary



David A. Cooke

Date

JANUARY 13, 2022