

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

**March 8, 2022**

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. Kevin Kopp
	Ms. Julie Richardson
	Ms. Adriana Vega
	Ms. Myhra Miears
Sec/Dir:	Mr. David Cooke
CFO:	Mr. Brent Weickert
Recorder:	Ms. Tiffany Guerrero
Staff:	Ms. Betian Webb
	Ms. Liz Lopez Byrnes
Guest:	Mr. Harry Ovitt
	Ms. Beatriz Espinoza
	Ms. Melissa Boyer
	Mr. Joe Irick

Meeting called to order by Mr. Anderson at 5:03 PM.

1. **Public Comment:** None
  
2. **New Board Member introduction:** Mr. Cooke welcomed Mr. Kopp and Ms. Richardson to the PRHA board. They were selected by the Paso Robles City Council for a 4-year term to 02/28/2026. Mr. Cooke also, welcomed Ms. Vega and Ms. Miears as PRHA Tenant Board Commissioners. They were also selected by the Paso Robles City Council for a 4-year term to 02/28/2026. Ms. Melissa Boyer from the City of Paso Robles swore the new Board Members all together.
  
3. **Current PRHA Chairman and Vice Chairman terms expired 02/28/22:** Mr. Cooke reported that both chairman and vice chairman terms expired and that the board will need to nominate for a new or existing chairman and vice chairman.
  - a. **Nominate new PRHA Chairman Position:** The board nominated Mr. Anderson to remain Chairman. Mr. Willhoit motioned to approve Mr. Anderson as the PRHA Chairman and Mr. Kopp, seconded, the motion passed. 6 ayes, 0 noes, 0 absent
  - b. **Nominate new PRHA Vice Chairman:** The board nominated Mr. Willhoit to be the PRHA Vice Chairman. Mr. Anderson motioned to approve Mr. Willhoit as the PRHA Vice Chairman and Ms. Richardson, seconded, the motion passed. 6 ayes, 0 noes, 0 absent

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4. **Board Vacancy: Josh Cross gave notice to resignation from the PRHA Board**
  - a. **Mr. Cooke to coordinate with City on replacement:** Mr. Cooke reported that Mr. Cross has resigned from the PRHA Board and we will now have one vacancy. Mr. Cooke stated that he will talk to the City and see if they can appoint Mr. Irick for the remaining of Mr. Cross term after complying with the City regulations.
5. **Thank you to Harry Ovitt and Beatriz Espinoza for eight years of service to PRHA**
  - a. **Presentation:** Mr. Cooke thanked and appreciated Mr. Ovitt and Ms. Espinoza for their time and leadership to the board. Mr. Cooke presented each of them with a plaque and a gift card.
6. **City Liaison Report:** None
7. **Consent Agenda:** Mr. Willhoit motioned to approve the consent items and Ms. Richardson, seconded, the motion passed. 6 ayes, 0 noes, 0 absent
  - a. **Approval of February 8, 2022 minutes.** The board had no questions or comments.
  - b. **Financials:** Mr. Weickert reported that the statements that were provided are a 7-month statement ending January 31. PRHA reported \$509,484 of income, \$531,860 of expenses leaving a net deficit of \$22,376. On the balance sheet PRHA reported cash of \$443,404 in the checking accounts, \$1,543,452 in investment account with a total current asset of \$2,055,037. Mr. Weickert stated that PR LLC only activity was booking the notes. PRLLC recorded \$222,372 of income and \$3,000 of expenses leaving a net surplus of \$219,372. 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. \$2,000,000.
8. **Directors Summary Report:**
  - a. **Summary Report:**  
**PRHA/PRLLC:** Mr. Cooke reported that PRHA is requiring a mask upon entering the office for unvaccinated persons. YouthWorks program will continue to have their youth wear masks. The board meetings are on hybrid where you can attend in person or have the option to attend virtually. The Security Patrol we hired has expired. Moving forward we will try to work close with the Paso Robles PD to try for additional patrols until we see a decrease in the nonresident teens gathering and vandalism at Oak Park. Also

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we will be putting up four signs at the corners of the park area that will read Private Park that may deter trespassers.

**Oak Park 1:** Mr. Cooke reported that Oak Park 1 is currently 100% occupied. Oak Park 1 has no major maintenance issues to report. Rent collections its early in the month but generally pretty good. We have one tenant who has applied for COVID-19 rental assistance and is currently paying 25% of their rent until assistance comes through.

**Oak Park 2:** Mr. Cooke reported that Oak Park 2 just filled its last vacancy and is 100% occupied. Oak Park 2 has no major maintenance issues to report. Rent collections its early in the month but generally pretty good. We have one tenant who has applied for COVID-19 rental assistance and is currently paying 25% of their rent until assistance comes through.

**Oak Park 3:** Mr. Cooke reported that Oak Park 3 is currently 100% occupied. Oak Park 3 has been receiving monies from Housing is Key on behalf of the tenants that were behind due to COVID-19. Other than that collections are looking pretty good. No major maintenance issues to report.

**Oak Park 4:** Mr. Cooke reported that Oak Park 4 is currently 100% occupied. Oak Park 4 has been receiving monies from Housing is Key on behalf of the tenants that were behind due to COVID-19. Other than that collections are looking pretty good. No major maintenance issues to report. Mr. Cooke reported that the assistant manager is no longer their and Winn Co. is looking for a new one.

**9. Old Business:**

- a. **Development Pipeline:** Mr. Cooke reviewed the Development Pipeline with PRHA board members. Riverwalk Terrace: Mr. Cooke reported that PRHA has submitted an application for an allocation of tax credits to CTCAC on 3/1/22. We should have an indication by the end of May with final results in June. PRHA also submitted for a FHLB AHP application for \$1mm due on March 10. Also we are awaiting for State HCD super NOFA to come out as we are more than likely be applying for a MHP application if we don't receive tax credits. Sunrise Villas: Mr. Cooke reported that the City Council approved our request



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for deferred impact fees of up to \$1.8mm. Other sources of deferred funds are the land donation (appraised value 1.9 mm), \$900,000 from SLO County Trust Fund and an additional \$300,000 from PRHA. We submitted the application for an allocation of tax credits to CTCAC on 3/1/22. We should have an indication by end of May with final results in June. PRHA also, submitted for an FHLB AHP application for \$1mm due on March 10. We are awaiting for State HCD super NOFA to come out as we are more than likely be applying for a MHP application if we don't receive tax credits.

**10. New Business:** None

**11. Other:** None

**12. Next PRHA meeting scheduled for April 12<sup>th</sup>, 2021 @ 5:00 PM.**

**13. Adjourn:** Mr. Anderson motioned to adjourn the meeting at 5:47 PM.

Chairman  Secretary   
David W. Anderson David A. Cooke

Date April 13, 2022