

HOUSING AUTHORITY OF THE CITY OF PASO ROBLES
BOARD MEETING MINUTES
October 13, 2023

Chairman:	Mr. Dave Anderson
Vice Chair:	Mr. Wes Willhoit
Commissioners:	Ms. Julie Richardson
	Mr. Joe Irick
Sec/Dir:	Mr. David Cooke
CFO:	Ms. Cynthia Fardanesh
Recorder:	Ms. Jessica Aguilar
Absent:	Mr. Kevin Kopp
	Ms. Myhra Miears
	Ms. Adriana Vega

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 Ms. Richardson seconded, the motion passed. 4 ayes, 0 noes, 3 absent.
 - a. **Approval of September 12, 2023 minutes:** The board has no questions or comments.
 - b. **Financials:** Ms. Fardanesh reported that the statements that were provided are for 2-month statement ending August 31, 2023. PRHA reported \$110,707 of income, \$160,422 of expenses leaving a net deficit of \$49,715. The PRHA balance sheet reported cash of \$832,881 in the checking accounts, \$732,445 in investment account with total current assets of \$1,960,558. PRLLC recorded \$65,348 of income and \$0.00 of expenses leaving a net surplus of \$65,348.
4. **Directors Summary Report:**
 - a. **Summary Report:**
PRHA/PRLLC: No recent activity to report.

Oak Park 1: Mr. Cooke reported that Oak Park 1 currently 100% occupied. There will be one vacancy next month but applicants are being process for this 2 bedroom, PBV unit. Nothing major to report regarding maintenance and rent collection.

Oak Park 2: Mr. Cooke reported that Oak Park 2 has one vacancy but another tenant is in the process of transferring to this vacant PBV unit. Leaving his unit to back fill, once the unit is vacated. One eviction is still in process for non-payment of rent. Nothing major to report regarding maintenance.

Oak Park 3: Winn Management Co. reported that Oak Park 3 is currently 100% occupied. Rent collection is going good. No major maintenance issues to report.

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Oak Park 4: Winn Management Co. reported that Oak Park 4 is currently 100% occupied. Rent collection is going good. Mr. Cooke reported OP-3 & 4 are currently having a landscaping water leaking pipe issue throughout the projects. They have a current bid at approx. \$50,000 to repair/replace most of the piping. Mr. Cooke just became aware of this issue.

River Walk Terrace: Mr. Cooke reported the projects progress to date and is still on track to meet it's scheduled completion date.

Sunrise Villas: Mr. Cooke reported the projects progress to date and is still on track to meet it's scheduled completion date by the end of December 2024.

5. Old Business:

- a. **Development Pipeline:** Mr. Cooke reviewed the pipeline and reported very little change in the pipeline. Mr. Cooke reported discussions on property on the corner of Kleck Road and Montebello Oaks Drive owned by the Paso Robles Unified School District have slowed. This project would potentially consist of 3 different parcels to include multi-family units (160) and single family lots (21-26)
- b. **Succession Plan Meeting:** Mr. Willhoit report that this committee is attempting to meet with a recruiter next week. There would be some transition time during the first couple of weeks, once Mr. Cooke's replacement starts employment. Due to Mr. Cooke's busy schedule with being the Executive Director and in charge of the two upcoming projects, there may be a need to hire a project manager.

6. New Business:

- a. **PRHA 23/24 Budget.** Mr. Cooke reviewed along with Ms. Fardanesh. Ms. Richardson motioned to approve the PRHA 23/24 budget and Mr. Irick seconded, the motion passed. 4 ayes, 0 noes and 3 absent.

7. Open discussion regarding any matters not on agenda.

- a. **December Board Meeting and Holiday Party** will be scheduled as usual. More details to be provided at the next board meeting.



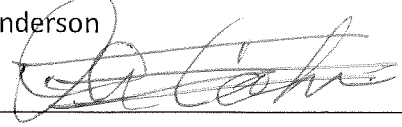
8. Adjourn to Closed Session at 5:32 pm.

9. Re-adjourn at returned 5:45pm. No action is needed.

10. Next PRHA meeting scheduled for November 14, 2023 @ 5:00 PM.

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11. Adjourn: Mr. Willhoit motioned to adjourn the meeting at 5:46 PM.

Chairman  Secretary 
David W. Anderson David A. Cooke
Date  11/14/2023