

**HOUSING AUTHORITY OF THE CITY OF PASO ROBLES
BOARD MEETING MINUTES
August 13, 2019**

Present:	Chairman:	Mr. Wes Willhoit
	Commissioners:	Mr. Dave Anderson
		Ms. Nicol Jaurez
		Ms. Beatriz Espinoza
	Sec/Dir:	Mr. David Cooke
	Director of Finance:	Mr. Brent Weickert
	Recorder:	Ms. Tiffany Guerrero
	Staff:	
	City Liaison:	Ms. Maria Garcia
	Absent:	Ms. Betian Webb
		Ms. Liz Lopez Byrnes
		Mr. Earl Ward
		Mr. Harry Ovitt
		Mr. Josh Cross
	Guest:	Ms. Maria Sanchez
		Mr. Carlos Olveda

Meeting called to order by Mr. Willhoit at 5:33 PM.

1. **Public Comment:** Mr. Olveda spoke that they would like to see a collaboration with NCI Affiliates and PRHA to try to get his cliental into affordable housing. Also, to build some type of development for the work force population such as Psych Techs, nurses and job coaches. Mr. Olveda mentioned that he has also been in contact with other agencies such as Peoples' Self Help Housing. He is just trying to figure out all these pieces together and see how we can provide more housing. Mr. Cooke mentioned to Mr. Olveda that he is willing to meet with him to discuss more.
2. **City Liaison Report:** Ms. Garcia reported that she went to the Summit meeting hosted by the Chamber of Commerce and it was very informative. Mr. Frace, the Director of Community Development for the City discussed the general plan, housing opportunities and how everything is being planned. Ms. Garcia also mentioned that the City is going to start charging for downtown parking starting tomorrow. The Most convenient way to pay for parking will be by downloading the app instead of going to a kiosk.
3. **Consent Agenda:** Mr. Anderson motioned to approve consent items and Ms. Espinoza seconded, the motion passed.

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- a. **Approval of July 16, 2019 minutes.** The board had no questions or comments.
- b. **Approval of July 19, 2019 minutes.** The board had no questions or comments.
- c. **Financials:** Mr. Weickert reviewed the June financial statement. This statement is the final version that he sent to the accountants. Mr. Weickert mentioned that there was a slight difference from previous meeting statement. The difference is that the net for PRHA is \$1,700 lower. Mr. Weickert reported that PRLLC is identical from last month.

4. Directors Summary Report:

a. Summary Report:

PRHA/PRLLC: Mr. Cooke reported that the next step for the 2019/2023 Strategic Plan Retreat is for Ms. Colson to work on a summary of the Strategic Plan retreat which should be ready for committee review within the next month.

Oak Park 1: Mr. Cooke reported that Oak Park 1 currently has two vacancies. Staff have identified two qualified tenants ready to move-in within the next 2-3 weeks, which will make us at 100% occupied.

Oak Park 2: Mr. Cooke reported that Oak Park 2 currently has two vacancies. Staff expects one tenant to move in within the next 1-2 weeks and has another tenant that appears to be qualified which should move in by the end of the month. Oak Park 2 anticipates full occupancy possibly by the end of the month, which will make project 100% occupied.

Oak Park 3: Mr. Cooke reported that Winn Property Management achieved our goal of leasing all 75 affordable units by the end of June. PRHA anticipates getting the second Equity installment of approximately \$80,000 by the end of the month. Additionally, we are working on paying out a onetime final relocation fee, from the development budget, for the remaining nine eligible tenants of approximately +/- \$140,000. This would end our obligation for ongoing relocation responsibility.

Oak Park 4: Mr. Cooke reported that he attended a construction meeting this morning and it was reported that construction was 40-60 days behind due to rain. Ashwood is working hard to try to make up the rain days. Project is approximately 35% completed.

- b. **OP4 Construction Progress:** Mr. Cooke referred to the construction report.

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5. Old Business:

- a. Investment Recommendations & Approval:** Mr. Cooke mentioned that last meeting the board recommended that we use Wacker Wealth Management to be selected and that Mr. Weickert will come back with a proposal for approval. Staff's recommendation is that the Board approve the investment of \$250,000 in Program Reserves and \$500,000 in Long Term Funds and that Wacker Wealth Management be selected as Investment Advisor. Mr. Weickert mentioned that the Board would regularly review funding levels in the investment accounts and possibly make changes as appropriate. Additionally, under the Investment Policy, Board approval is not needed for the investment of funds in the Operating Fund. Staff anticipates moving \$250,000 from checking into Operation Funds account. There was some discussion. Mr. Anderson motioned to approve investment recommendation & approval and Ms. Espinoza seconded, the motion passed.
- b. Strategic Five Year Plan update (Verbal):** Mr. Cooke mentioned that the Strategic Plan Retreat was a success and that we accomplished a lot towards the finalizing the Strategic Plan. There were many good ideas. Ms. Aguilar has sent a summarized summary of the retreat notes to Ms. Colson, who will review them. We are hoping for a draft by the next board meeting.
- c. Development Pipeline:** Mr. Cooke reviewed the Pipeline. Mr. Cooke reported that the Avalon hired an architect and may develop the site themselves. Grandview is still going through an ongoing lawsuit against owners. Grandview was in court last week. Peoples' Self Help along with PRHA met with the tenants and owners attorney to see how we can help. Peoples' Self Help and PRHA are going to meet with the owners of Grandview and their attorney to discuss their options and kick some ideas around. Clifton is off the market now. Mr. Cooke has reached out to Woodland but have not heard back. There was some discussion.
- d. Oak Park 3 Grand Opening:** Mr. Cooke reported that Paso Robles Daily News wrote an article about Oak Park 3 ribbon cutting. Mr. Cooke thanked Ms. Jaurez for the picture and the publicity.

6. New Business:

- a. Resolution No. 20190813-2:** Mr. Weickert reviewed the CalPERS letter and reported that CalPERS Health Insurance is doing a reorganization where they had 5-7 different regions and now they are consolidating into 3 different regions. As a result, CalPERS wants all participating agencies to have a resolution. Mr. Weickert mentioned that this change does not change anything besides that we are designated to region 2 now. There was some discussion. Mr.

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Anderson motioned to approve resolution No. 20190813-2 and Ms. Espinoza seconded, the motion passed.

7. **Other-Open Forum:** None

8. **Next meeting scheduled for September 10, 2019:** Mr. Willhoit adjourned the meeting at 7:06 PM.

9. **Adjourn:** Mr. Willhoit motioned to adjourn the meeting; Mr. Anderson seconded the motion, the meeting adjourned at 6:38pm.

Chairman



Secretary



Date

10/7/19