

HOUSING AUTHORITY OF THE CITY OF PASO ROBLES
BOARD MEETING MINUTES
July 14, 2020

Per CA Executive Order N-25-20, this meeting was held by Zoom Meeting

Chairman:	Mr. Dave Anderson
Commissioners:	Mr. Wes Willhoit
	Mr. Harry Ovitt
	Ms. Beatriz Espinoza
	Mr. Josh Cross
Sec/Dir:	Mr. David Cooke
City Liaison	Ms. Fred Strong
CFO:	Mr. Brent Weickert
Recorder:	Ms. Tiffany Guerrero
Staff:	
Guest:	Ms. Julie Richardson
Absent:	Ms. Liz Lopez Byrnes
	Ms. Betian Webb
	Ms. Nicol Jaurez

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

1. **Public Comment:** None.
2. **City Liaison Report:** Mr. Fred Strong reported that the City will be holding a special meeting tomorrow night. The city is planning on closing a portion of the streets downtown and installing parklets letting restaurants use them for outdoor seating. Many restaurants are complaining and are hurting financially so that is why the City is trying to accommodate these restaurants. The City came to an agreement with the State and is now working in the Salinas riverbed cleaning out a lot of bulk debris. Mr. Strong reported that the City has an emergency order to remove the homeless people living in the riverbed but have been prohibited to do so by court order. They can remove these homeless people as long as we have somewhere to place them. There was some discussion.
3. **Consent Agenda:** Mr. Willhoit motioned to approve the consent items and Mr. Ovitt seconded, the motion passed.
 - a. **Approval of June 9, 2020 minutes.** The board had no questions or comments.
 - b. **Financials:** Mr. Weickert highlighted a few key numbers from the May 2020 financial reports. Mr. Weickert reported that PRHA recorded revenue for the 11-month period totaling \$1,120,000 and expenses totaling \$897,841. The net result through May was a surplus of \$222,159, an improvement over the budget of \$200,128. He reported that PHRA earned a management fee from Oak Park 3 of \$119,085 and a development fee of \$416,588. The developer fee was PRHA's

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85% share of AHPR's developer fee from Oak Park 3. Additionally, Mr. Weickert reported that the balances in the checking and investment accounts were \$470,146 and \$743,514, respectively, with \$416,588 still due from AHPR. As for PRLLC, Mr. Weickert reported that \$545,718 was booked as revenue and \$115,786 in expenses for a net surplus of \$429,932. Included in income from May is \$196,273 earned for lost rent from Oak Park 3 and \$98,137 paid to CCHC for their 50% agreed upon share of this income item.

4. Directors Summary Report:

a. Summary Report:

PRHA/PRLLC: Mr. Cooke reported that PRHA is still on a modified work schedules with most PRHA staff on 4-day workweeks. Fiscal is working full time with time divided to work at home as much as possible. Cynthia Fardanesh (finance) gave notice and her last day was June 25. There is no urgency to fill the position at this time. Her work is being divided between, Brent, Tiffany and site Managers at this time. There has been one reported case of Covid-19 in the Oak Park Community Apartments. Chet Dotter had a recent death in the unit over this past week. Later found out that the tenant tested positive for Covid-19. Mr. Cooke reported that he and Liz are going over a Covid-19 plan when we decide to open up to the public, currently we are closed to the public. Mr. Cooke plans to have the plan completed by the end of the week.

Oak Park 1: Mr. Cooke reported that Oak Park 1 is currently 100% occupied. Oak Park 1 is reporting no uncollected rents through July due to Covid-19. All partial payments have been paid through July. Oak Park 1 will have a couple of vacancies coming up at the end of the month. No maintenance issues to report.

Oak Park 2: Mr. Cooke reported that Oak Park 2 is currently 100% occupied. Oak Park 2 is reporting cumulative uncollected rents of approximately \$2,741 through July. We do expect additional partial payments through the remainder of July. No maintenance issues to report.

Oak Park 3: Mr. Cooke reported that Oak Park 3 is 100% leased. PRHA has not received a July report of uncollected rents due to the Covid-19 virus. Last report showed there have been four tenants that made partial payments in May, which equated to approximately \$2,030 of uncollected rents. No maintenance issues to report.

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Oak Park 4: Mr. Cooke reported that Oak Park 4 is 100% leased. We have not received a July report of uncollected rents due to Covid-19. We expect the permanent closing to happen around 1st quarter of 2021. Financial through July 2020 are forthcoming.

5. Old Business:

- a. **Marketing:** Mr. Cooke reported that PRHA is still waiting for a draft of the website. Mr. Cooke is still providing Simple Clear marketing with information. Mr. Cooke thinks it should be up and running by the end of the month.
- b. **Olsen-South Chandler Update:** Mr. Cooke informed the board members that he is waiting for the City to send him a draft MOU y agreement. The Assistant City manager is currently reviewing it and Mr. Cooke was informed that he should receive it sometime this week.

6. New Business:

- a. **Woodland Plaza II Memorandum:** Mr. Cooke reviewed a memorandum with the board stating that PRHA is proposing to develop a 78-unit senior's project located within the Woodland Shopping Plaza II on a vacant commercial lot. The project will consist of 73 one-bedroom units and 5 two-bedroom units. Mr. Cooke has been working towards making an offer to purchase the land by sending a Letter of Interest. The recommendation is to approve the PRHA Executive Director to negotiate the Letter of Interest and enter into all subsequent agreements, contracts and reports pertaining to the project that are necessary to develop the Woodland Plaza Seniors project. Including but not limited to an MOU with REDS, sale and purchase agreement, appraisals, markets studies, soils report, financing, contractor etc. Mr. Ovitt motioned to approve the memorandum and Mr. Cross seconded, the motion passed.
 - b. **Woodland Plaza Seniors conceptual plan:** Mr. Cooke provided the PRHA board members with copies of the conceptual plan. The board had no questions or comments.
 - c. **Application for a Line of Credit for Community West Bank:** Mr. Cooke informed the board members that PRHA has applied to Community West Bank to provide PRHA an unsecured line of credit.
- 7. Other-Open Forum:** Mr. Ovitt just wanted to mention that he chuckled about the memo that Mr. Cooke had sent out about Grandview. Mr. Ovitt is curious if the Developer is really going to do what they say they are going to do.

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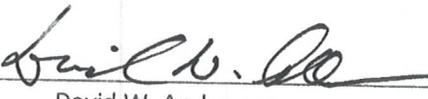
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Mr. Cooke reported that he is still waiting to hear back from Mr. Frace of possible tenant applications to replace Mr. Ward. Mr. Cooke also asked the City to consider extending Mr. Wards position out 1 year.

Ms. Richardson asked Mr. Cooke on how the moral is with staff during this time of Covid-19? Mr. Cooke responded saying that his staff are taking everything pretty well. Mr. Cooke also reported that he gave all staff the option to return to 5 days a week but only two staff members returned full time and the remaining of the staff kept their 4 days' work schedule.

8. Next Meeting scheduled for August 11, 2020 @ 5:30 PM.

9. Adjourn: Mr. Anderson motioned to adjourn the meeting at 6:19 PM.

Chairman 
David W. Anderson

Secretary 
David A. Cooke

Date AUGUST 12, 2020