

**HOUSING AUTHORITY OF THE CITY OF PASO ROBLES
BOARD MEETING MINUTES
March 12, 2019**

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

Meeting called to order by Mr. Willhoit at 5:31 PM.

1. **Public Comment:** None.
2. **City Liaison Report:** Ms. Garcia reported that the new City general envisions 5,000 addition homes around town. The City is currently working with owners and developers for the Olsen and Chandler locations, which will create 2,000 new homes. PRHA is also looking into affordable housing to be part of the specific plan. The City is also in the process of addressing homelessness. The City is applying for a grant to develop a warming shelter. The City is trying to collaborate with local non-profit organizations such as Paso Cares and Echo. Mr. Gregory mentioned again that the City is applying for a grant to try to proceed with the warming shelter. Mr. Gregory is asking for letters of support from non-profit organizations and the Paso Robles Housing Authority explaining it would really help to obtain the grant. Mr. Gregory also mentioned that the City is on the top of the list for this grant. There was discussion.
3. **Introduction of new Board of Commissioners Josh Cross & Tenant Commissioner Nicol Jaurez:** Mr. Cooke introduced Mr. Cross and Ms. Jaurez to the board. All board members went around introducing themselves and welcoming them to the board.
4. **Consent Agenda:** Mr. Ovitt motioned to approve consent items and Mr. Anderson seconded, the motion passed.
 - a. **Approval of February 19, 2019 minutes.** The board had no questions or comments.
 - b. **Financials:** Mr. Weickert reviewed financial reports for the last 7 months ending January 31, 2019.

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Current assets show PRHA has \$1,430,000 in cash and overall combined cash with AHPR and PR LLC of approximately 1,700,000. Mr. Weickert pointed out that PRHA took back a \$200,000 note to help finance Oak Park 4. On the expense side, we are currently under budget. Most of the expenses are administrative. PRHA currently has \$451,000 in cash and \$923,000 in investment accounts. Mr. Weickert also reported that the only liabilities PRHA are current payables and CalPers liability. There was some discussion.

5. Directors Summary Report:

a. Summary Report:

PRLLC: Mr. Cooke reported no business to report at this time.

Oak Park 1: Mr. Cooke reported that the project is currently 100% occupied. We anticipate 2-3 Oak Park 1 tenants will move to Oak Park 3 for various reasons such as moving to a flat unit, to a 2 story unit, or wants out of the USDA agriculture unit. Security camera and internet connectivity is currently being worked on by Paso Tech.

Oak Park 2: Mr. Cooke reported that the project is currently 100% occupied. We also anticipate 2-3 Oak Park 2 tenants will move to Oak Park 3 like we mentioned for Oak Park 1.

Oak Park 3: Mr. Cooke reported that development team has received their C of O's for the first five building (22 units plus the Community Building). We expect move-ins throughout March to full occupancy of the 22 units by the end of the month. One tenant move in today. The remaining 54 units is anticipated to be completed by end of April beginning of May. The Project has experienced a lot of rain delays that is pushing back initial completion dates. The project was projected to be done by end of March. Mr. Cooke also mentioned that maybe we can do a tour of the new Community Room at our next meeting.

Oak Park 4: Mr. Cooke reported that not much progress has been made on Phase 4 due to recent rain.

- b. OP3 & OP4 Construction Progress:** Mr. Cooke referred to the construction report and mentioned that it is moving along. Tenants will start to move in. Mr. Cooke reported that OP4 has been a big mud hole due to the rain.

6. Old Business:

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- a. **Investment Recommendations:** Mr. Cooke mentioned that Brent and himself have not made any progress at this time.
- b. **Strategic 5 Year Plan update:** Mr. Cooke reported that there is a proposed revised timeline (attachment) that the planning committee is working on. We have finalized the contract with the consultant. Mr. Cooke mentioned that Mr. Wes Willhoit, Mr. Dick Willhoit and himself had a kicked off meeting with Susan Colson (consultant) and another meeting last week to talk about some bullet point items (financials, PRHA, ect.). Mr. Willhoit reported that the consultant has a lot of work to do before we hold a workshop with everyone. Ms. Colson will conduct interviews with staff, board members, fire chief, and City council members. Mr. Cooke mentioned if all goes well we would be done in September 2019. There was some discussion.

7. New Business:

- a. **Form 700's:** Mr. Cooke reported that it is time to update all of our Form 700's. Tiffany has filled them out and all you have to do is sign them and give them back to her so she can send back to the city.
- b. **Development Pipeline:** Mr. Cooke reported that this spread sheet is new to the Board and is for tracking developments. Mr. Cooke mentioned that the spreadsheet will provide information that PRHA is considering. Mr. Cooke reported that PRHA made an offer for the Avalon Motel but the Owners did not want to sell the property at this time. Mr. Cooke went on and discussed all other opportunities that we are interested in at this time. There was some discussion.

8. Other-Open Forum: None

9. Adjourn Board Meeting: Mr. Willhoit adjourned the meeting at 6:49 PM.

- a. The next scheduled meeting is April 9, 2019 at 5:30 PM in the PRHA Community Oak Room.

Chairman _____

Secretary _____

Date _____

5/14/19