

**HOUSING AUTHORITY OF THE CITY OF PASO ROBLES
BOARD MEETING MINUTES
May 14, 2019**

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

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

1. **Public Comment:** Maria Sanchez works for NCI Affiliates and she reported that this is her first time attending a PRHA board meeting. Ms. Sanchez stated that she wants to learn more information on what the PRHA provides. Carlos Zavada also works for NCI Affiliates and reported that he is the Community Living Service Coordinator that provides residential support to adults with intellectual developmental disabilities. Mr. Zavada mentioned that they are both here to see how PRHA operates and build a connection for the population that we support.
2. **City Liaison Report:** Ms. Garcia reported that the City is concerned about all the weeds around town due to fire season approaching. The City gave all residents until June 1 to mow and pull weeds, if not they will be fined. Mr. Strong reported that the City has been working on downtown parking for 20 years now. The City does not want the employees parking downtown so The City implemented a parking area just for employees and adding additional spots to accommodate more employees. The City is also trying to coordinate with hotels and merchants to hire a shuttle to transport the consumers to and from downtown. The City's goal is to keep it at no cost for consumers.
3. **Consent Agenda:** Mr. Ovitt motioned to approve consent items and Mr. Anderson seconded, the motion passed.
 - a. **Approval of March 12, 2019 minutes.** The board had no questions or comments.

HOUSING AUTHORITY OF THE CITY OF PASO ROBLES
BOARD MEETING MINUTES
May 14, 2019

- b. **Financials:** Mr. Weickert reviewed financial reports for the last 9 months. Nothing unusual was reported for the month of March. PRHA had \$47,286 of income and \$75,242 of expenses with a net operating deficit of \$27,956. Mr. Weickert mentioned that it is a couple thousand dollars better than what budget had us for the month of March. Year-to-date is at \$587,289 of income, \$671,651 of expenses with a net operating deficit of \$84,362. That is slightly less than projections by \$20,000. This is mainly due to the developer fees that we budgeted was deferred in the future years. PRLC just reported booking additional the interest income from on the project promissory notes.

4. **Directors Summary Report:**

a. **Summary Report:**

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

Oak Park 1: Mr. Cooke reported that the project is currently 100% occupied. The property is running smoothly. We have two Oak Park 1 tenants that qualified to move to Oak Park 3. Staff is working on qualifying new tenants to fill those units. We have 300 active applicants on waiting list for Oak Park 1 and Oak Park 2.

Oak Park 2: Mr. Cooke reported that the project is currently 100% occupied. We have two Oak Park 2 tenants that qualified to move to Oak Park 3. Staff is working on qualifying new tenants to fill those units.

Oak Park 3: Mr. Cooke reported that Winn Property Management achieved our goal of leasing the first 22 units by the end of March. The remaining 54 units is anticipated to be completed and leased by mid-May into June with move-ins expected to start by mid-May. The project has experienced significant rain delays that pushed back initial completion dates. If all goes well we will see 35 move-ins by end of May.

Oak Park 4: Mr. Cooke reported that although construction has been delayed by the recent rains, construction progress is now busy trying to catch up for lost time.

- b. **OP3 & OP4 Construction Progress:** Mr. Cooke referred to the construction report. Construction is in progress after the rain delays.

HOUSING AUTHORITY OF THE CITY OF PASO ROBLES
BOARD MEETING MINUTES
May 14, 2019

5. Old Business:

- a. **Investment Recommendations:** Mr. Cooke mentioned that Mr. Weickert and himself has not made any recent progress on this issue and will try to schedule something Wacker Wealth Partners for the next Board meeting.
- b. **Strategic Five Year Plan update:** Mr. Cooke reported that he has had several meetings with Susan Colson with the Strategic Plan Committee to review results and narrow the Strategic Plan into a working document and visions. Ms. Colson organized a survey and was sent to outside and internal stakeholders. Approximately 31 surveys were sent out and there were 24 respondents. Of the 24 respondents that responded, 18 individual interviews with Ms. Colson were set up. Ms. Colson and Mr. Cooke spent considerable time reviewing the results of the interviews. The next step is for Ms. Colson and the Committee to narrow the results of the survey and interview to further into pertinent topics for the Board retreat.
- c. **Strategic Plan Board meeting time & place:** Mr. Cooke asked the board members if they are interested in having a Board retreat with Ms. Colson to discuss the Strategic Plan. Mr. Cooke also, mentioned that if everyone is interested we could have it held in the Oak Park 3 Community Room. Ms. Colson did suggest some dates that works with her schedule to have the retreat. Ms. Guerrero will send out a survey with those dates through Doodle and see what date accommodates most board members.

6. New Business:

- a. **Development Pipeline:** Mr. Willhoit went over the development pipeline spreadsheet. Mr. Willhoit reported that we have been discussing about the Avalon for a while now, just waiting to get ahold of the property owners to get some movement going. Mr. Willhoit mentioned that PRHA has sent a letter of intent to Grandview. Mr. Willhoit thinks, maybe with the recent issues in publicity it will motivate the owners to reach out to us. Mr. Cooke commented that he and Ms. Espinoza did a walk-through of the property a year ago and it was in very poor condition. Mr. Cooke is hoping that we can take over the project but not with all the legal actions. Mr. Cooke reported that he has been in contact with the Spring St. lot (where they display Christmas trees) and the owners are open to adding affordable housing. PRHA is looking for unutilized properties and throwing ideas out on how to expand affordable housing. There was some discussion.
- b. **Marketing Plan Proposals:** Mr. Cooke reported that PRHA has never had a comprehensive Marketing Plan to tell its story to the public. Mr. Cooke has begun the process discussing proposals from qualified local marketing

HOUSING AUTHORITY OF THE CITY OF PASO ROBLES
BOARD MEETING MINUTES
May 14, 2019

companies to assist PRHA with a new overall marketing plan and image. The purpose of memorandum is to approve Mr. Cooke to choose and approve a marketing firm in conjunction with the Strategic Plan committee. Mr. Cooke anticipates the estimated cost will be approximately +/- \$13,000 to \$20,000 depending on PRHA needs and requirements. Mr. Willhoit commented that this would help public awareness of Oak Park; people do not even know that Oak Park has even been renovated and we have been telling our story through YouthWorks. Mr. Ovitt motioned to approve memorandum and Ms. Espinoza seconded, the motion passed.

7. **Other-Open Forum:** Mr. Cooke reported that he wanted to apologize to the board members. He made the executive decision and signed a letter on the behalf of the PRHA regarding vacation rental. Mr. Cooke realized that he should have brought it to the board for approval but did not think it would make a big impact but he upset a couple council members in the process.

8. **Adjourn Board Meeting:** Mr. Willhoit adjourned the meeting at 6:47 PM.
 - a. The next scheduled meeting is tentative July 16, 2019 at 5:30 PM in the PRHA Community Oak Room.

Chairman 

Secretary 

Date 7/16/19