

HOUSING AUTHORITY OF THE CITY OF PASO ROBLES
BOARD MEETING MINUTES
February 11, 2020

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

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

1. **Public Comment:** None.
2. **City Liaison Report:** None.
3. **Consent Agenda:** Mr. Anderson motioned to approve the consent items and Mr. Ovitt seconded, the motion passed.
 - a. **Approval of December 17, 2019 minutes.** The board had no questions or comments.
 - b. **Financials:** Mr. Weickert reported that finances are normal and actuals are exceeding projected budget. PRHA has over a \$1,000,000 cash in the bank. PRHA expects receiving developers fee in the next couple of month and a few other items that are due to us such as conversion of OP3. Mr. Weickert reviewed the Income Statement over a 6-month period. He reported that income for the six-month period totaled \$354,776 and expenses are at \$488,585 versus \$591,000, \$100,000 under budget. Net deficit is \$133,809. Mr. Weickert reported the PRLLC has little activity. It is accruing interest on the long-term notes. There was some discussion.

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4. Directors Summary Report:

a. Summary Report:

PRHA/PRLLC: Mr. Cooke reported that the final draft of the Strategic Plan is in this month's Board agenda for approval, subject to any minor changes to be made by Development Committee. Oak Park has been awarded the Paso Robles Chamber of Commerce Beautification award. Mr. Cooke mentioned that he would be receiving the award at the annual Chamber of Commerce dinner.

Oak Park 1: Mr. Cooke reported that Oak Park 1 currently is 100% occupied. No maintenance issue to report. He also mentioned that he has added a waitlist column so you can all see how many applicants are on the waitlist for each property. Oak Park 1 has 228 applicants on the waitlist.

Oak Park 2: Mr. Cooke reported that Oak Park 2 currently has one vacancy. Staff is in the process of qualifying a new tenant. Francisco Toribio a long-term resident of Oak Park for over 20 years just recently passed away at the age 101. Mr. Cooke mentioned that we would be seeing some movement in Oak Park 2 due to some tenants giving their notice to vacate. Oak Park 2 currently have 227 applicants on the waitlist. Oak Park 2 had one maintenance issue. They had a break in one of the water mains to the buildings. Problem has been resolved with no major damage.

Oak Park 3: Mr. Cooke reported that Winn Property Management is 100% occupied and things are running smoothly. WINN has hired a new on site manager and she seems to be a good fit. WINN has 270 applicants on the wait list. Mr. Cooke noted that, that number from the waitlist is of Oak Park 3 and Oak Park 4 combined.

Oak Park 4: Mr. Cooke reported that good progress is being made. There has been a continuing delay caused by PG&E to set the electrical meters for the first 11 units to be completed. The first 11 units have qualified tenants ready to move in. PG&E was supposed to come last week but they never did. We have scheduled walkthroughs on February 13 and 14th and anticipate move-ins by February 21st. Current rains have slowed the project a little but we anticipate the remainder of the project to complete by end of April. Mr. Cooke stated that the Oak Park 4 could have had some rent income coming in with these few units but PG&E is holding them up. Ms. Espinoza asked Mr. Cooke if any of the families from Grandview are being housed. Mr. Cooke responded and stated that four families from Grandview qualified. Three of those families will move in the first phase and one of the families will move in the next phase.

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- b. **OP4 Construction Progress:** Mr. Cooke stated construction reports provided by Ashwood including photos are in the board packet for review. Mr. Cooke mentioned that construction site has been dry and there has not been any delays due to rain.

5. Old Business:

- a. **Development Pipeline:** Mr. Cooke reviewed the Development Pipeline with the PRHA board members.
- b. **Strategic Plan:** Mr. Cooke reported that Ms. Guerrero emailed all the PRHA board members the draft of the 5-year strategic Plan. Mr. Cooke mentioned that he hoped that every member got a chance to review the draft.
- c. **Strategic Plan Memorandum:** Mr. Cooke reviewed the memorandum regarding the Strategic and 5-year plan. The Strategic Planning Committee recommend approving the attached 2020-2024 Paso Robles Housing Authority Strategic and Five Year Plan. Subject to any minor edits and corrections by the Committee. Some of the board members did not review the draft so the board agreed to postpone the vote and table it until next month's meeting. There was some discussion.

6. New Business:

- a. **March 10, 2020-Annual meeting:** Mr. Cooke reported that next month would be the PRHA annual meeting. A new Board Chairman and Vice Chairman will be elected at the meeting.
- b. **Board of Commissioners opening and terms expiring:** Mr. Cooke reviewed the board roster and dates that each term will be expiring. Mr. Willhoit, Chair and Mr. Anderson, Vice-Chairman terms will be expiring on 2/28/20. The Board will have to elect new officers at the March 2020-PRHA board meeting. Mr. Cross's board seat will expire on the same date and can re-apply with the City, as they must do the appointment for this board seat.
- c. **Marketing:** Mr. Cooke reported that he has received some bids he reviewed them thoroughly and we hired Simple Clear. Mr. Cooke will be meeting with Simple Clear soon once the 5-year plan is finalized.
- d. **Form 700's:** Ms. Guerrero handed out the form 700's to each board member to sign and date.

- 7. **Other-Open Forum:** Mr. Anderson wanted to mention that Mr. Willhoit should be the one to attend the Annual Gala event to watch Mr. Cooke receive the Beautification

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Award due to him being the Chairman and that the PRHA Board should pay for Mr. Willhoit ticket. Mr. Willhoit mentioned that he would already be attending the event with his wife and will be sitting with Mr. Cooke and his wife.

8. PRHA annual meeting scheduled for March 10, 2020 @ 5:30 PM.

9. Adjourn: Mr. Willhoit motioned to adjourn the meeting at 6:36 PM.

Chairman  Secretary 

Date 3/10/20