HOUSING AUTHORITY OF THE CITY OF PASO ROBLES
BOARD MEETING MINUTES
July 9, 2024

Commissioners Present:	Mr. Dave Anderson, Chairman
	Mr. Wes Willhoit
	Ms. Julie Richardson, via Zoom
	Mr. Kevin Kopp
	Mr. Joe Irick
	Ms. Amanda Earles
	Ms. Virginia Ibsen
Secretary/Director:	Ms. Loni Willey
Recorder:	Ms. Jessica Aguilar
Staff:	Ms. Cynthia Fardanesh
	Ms. Betian Webb
	Mr. Dave Cooke, via Zoom
Guests:	Mr. Max Zappas, via Zoom
	Mr. Fred Strong

1. Call to Order: The meeting was called to order by Mr. Anderson at 5:02 PM.

2. Public Comment: None

3. City Liaison Report: None

4. Consent Agenda: Mr. Willhoit motioned to approve the consent items and Mr. Kopp seconded, the motion passed: 7 ayes, 0 noes, 0 absent.

   a. Approval of June 18, 2024 minutes: The board had no questions or comments.

   b. Financials: Ms. Fardanesh reported that the statements provided are for eleven months, ending May 31, 2024. PRHA reported $752,440 of income, $1,011,982 of expenses leaving a net deficit of $259,543. The PRHA balance sheet reported cash of $461,576 in the checking accounts, $787,830 in the investment account with total current assets of $1,678,302. PRLLC recorded $359,414 of income and $0.00 of expenses leaving a net surplus of $359,414.

   c. Portfolio Dashboard Report: Ms. Willey reviewed and reported on the following properties:

      i. Oak Park 1: Ms. Willey reported that Oak Park 1 currently has no vacancies. We do not have any collection issues other than some minor rent balances and/or credits. No major maintenance issues to report at this time.

      ii. Oak Park 2: Ms. Willey reported that Oak Park 2 currently has no vacancies. We do not have any collection issues other than some minor rent balances and/or credits. No major maintenance issues to report at this time.

      iii. Oak Park 3: Reports submitted by Winn Management Co. reported that Oak Park 3 currently has one vacancy in a VASH unit. Regarding rent collection, two tenants have been issued a 3-Day Notice to Pay or Quit, due to non-payment of rent but are

expected to pay by the end of this week. No major maintenance issues to report at this time.

iv. Oak Park 4: Reports submitted by Winn Management Co. reported that Oak Park 4 currently has no vacancies. Regarding rent collection, a couple of tenants have an outstanding balance. No major maintenance issues to report at this time.

5. Summary Report of Activities:

   a. Overview: Deferred

   b. Construction in Progress:

      i. River Walk Terrace construction report: Mr. Cooke reported that River Walk Terrace had a switch room issue identified by PG&E which will require reconfiguration due to height requirements. They are working on fixing this issue and this should be resolved in about a week. The cost for this will be an estimated $25,000. Construction is estimated at 57% completed.

      ii. Sunrise Villas construction report: Mr. Cooke reported that Sunrise Villas construction is making solid progress. Currently, the biggest challenge is completing the utilities for the project, with preceding work by the master developer remaining open. The projected completion date is pushed back to January 2025. Construction is an estimated 60% completed.

      Mr. Cooke invited the board to take a tour of the properties in a month or so when construction is more advance.

   c. Development Pipeline: Mr. Cooke reviewed and discussed, with no action required.

6. Mr. Fred Strong arrived @ 5:30 PM. He reported that things are going fine with the City and no new developments. Funding has been cut back but the job is getting done.

7. Old Business:

   a. Chet Dotter Management Contract: Mr. Irick informed the board that PRNHC terminated the management contract with PRHA effective July 1, 2024 and the transition has proceeded smoothly. Ms. Willey reported that PRHA staff had 20 days to complete work in order for this to occur, and she thanked her staff for their hard work in meeting the short turnaround.

8. New Business:

   a. FY2025 Budget: Ms. Willey reviewed the revised budget proposal after feedback at the June 2024 meeting. The PRHA operating deficit has been reduced by staff restructuring and receipt of line-item increases smaller than originally estimated. Mr. Willhoit motioned to approve the budget and Ms. Richardson seconded, the motion passed: 7 ayes, 0 noes, 0 absent. The operating budget will be reviewed for modification at a future date, if necessary.

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b. FY2025 Board Meeting Schedule: Ms. Willey said recommended to cancel August board meeting but for now it will be kept on the schedule until further notice. This will be contingent on issues at hand.

c. Transition of Board Commissioner: Ms. Willey reported that, per PRHA By-Laws, Ms. Ibsen may no longer remain a Tenant Commissioner as of August 1, 2024 due to the termination of the management contract by PRNHC. However, Ms. Ibsen is welcome to attend as a guest. The board thanked her for her service.

9. Open discussion regarding any matters not on agenda: Ms. Willey informed the board that Mr. Cooke is now working part time, for the next six months. She brought up that PRHA's Strategic Plan will be ending at the end of the year. Mr. Strong recommended reaching out to the local banks as they can assist in this matter, they are federally required to do this. Mr. Willhoit suggested reaching out to other non-profits to see who they are using, for example People's Self-Help Housing, etc. Recommendations will be brought back at the August/September board meeting.

10. Next PRHA meeting scheduled is for August 13, 2024 @ 5:00 PM unless cancelled.

11. Adjourn: Mr. Anderson motioned to adjourn the meeting at 6:11 PM.

Chairman: _____
David Anderson

President: _____
Loni Willey

Date: 9/10/2024