

HOUSING AUTHORITY OF THE CITY OF PASO ROBLES
BOARD MEETING MINUTES
September 10, 2024

Commissioners Present: Mr. Dave Anderson, Chairman
Mr. Wes Willhoit
Mr. Kevin Kopp, via Zoom
Mr. Joe Irick, via Zoom
Ms. Amanda Earles

Secretary/Director: Ms. Loni Willey
Recorder: Ms. Jessica Aguilar
Staff: Ms. Cynthia Fardanesh, via
Zoom
Ms. Briandy Valencia
Mr. Dave Cooke, via Zoom

Guests: Mr. Max Zappas
Mr. Brent Weickert
Mr. Fred Strong
Absent: Ms. Julie Richardson

1. Call to Order: The meeting was called to order by Mr. Anderson at 5:03 PM.
2. Public Comment: None
3. City Liaison Report: Mr. Strong reported that housing is a significant issue at a National level and he sits on a committee looking at strengthening housing development for the future. The City is anticipating funding shortfalls, and may be looking at cutbacks. The continuation of funding for roads is on the ballot in November.
4. Consent Agenda: Mr. Willhoit motioned to approve the consent items and Ms. Earles seconded, the motion passed: 5 ayes, 0 noes, 1 absent.
 - a. Approval of July 9, 2024 minutes: The board had no questions or comments.
 - b. Financials: Ms. Fardanesh reported that the statements provided are for twelve months, ending June 30, 2024. PRHA reported \$834,421 of income, \$1,124,369 of expenses leaving a net deficit of \$289,947. The PRHA balance sheet reported cash of \$410,621 in the checking accounts, \$794,998 in the investment account with total current assets of \$1,643,419. PRLLC recorded \$392,088 of income and \$0.00 of expenses leaving a net surplus of \$392,088.

Ms. Fardanesh also reported a statement for one month, ending July 31, 2024. PRHA reported \$87,920 of income, \$94,252 of expenses leaving a net deficit of \$6332. The PRHA balance sheet reported cash of \$296,657 in the checking accounts, \$811,101 in the investment account with total current assets of \$1,547,985. PRLLC recorded \$32,674 of income and \$0.00 of expenses leaving a net surplus of \$32,674.

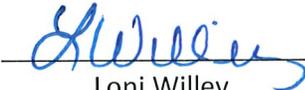
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- c. Portfolio Dashboard Report: Ms. Willey reviewed and reported on the following properties:
- i. Oak Park 1: Ms. Willey reported that Oak Park 1 currently has no vacancies. We do not have any collection issues other than some minor rent balances and/or credits. Recently, there has been four water leaks started in the utility closets due to tenants putting food and grease down the kitchen sink. We are looking at ways to mitigate this issue and be pro-active to avoid future issues. We will be doing resident outreach on preventative measures for the future. A resident manager has been hired to replace the current manager, who is moving to Oak Park 2 to become the resident manager in that development.
 - ii. Oak Park 2: Ms. Willey reported that Oak Park 2 currently has two vacancies that will be filled by the end of the month. We are in the process of transferring a resident based on a reasonable accommodation. 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. Ms. Willey informed the board that Oak Park received the results from a Tax Credit audit on June 6, 2024, stipulating minor corrections to files and physical site cleaning. Resolution measures will be submitted by September 16, 2024. Ranch Wi-Fi is on site upgrading our existing it infrastructure to provide broadband Wi-Fi to both Oak Park 1 and 2.
Ms. Willey sat on governing board in San Luis Obispo. She sat on a panel and is going to assist that will enable her to go beyond Paso Robles. Later this week, she will be attending Rotary. Mr. Warren Frace, Community Development with PR City will be doing a presentation in October.
 - iii. Oak Park 3: Reports submitted by Winn Management Co. reported that Oak Park 3 currently has no vacancies. Re: rent collection, it is too early in the month to know but don't anticipate any issues. 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. But have an eviction due to non-payment of rent and are waiting for the Sheriff to provide a lock out date. Re: rent collection, two residents haven't paid rent, been issued a 3 Day Notice to Pay or Quit. The Homeless Coalition is going to pay on these two residents. No major maintenance issues to report at this time.
- d. General updates:
- i. We have secured a social work intern for the remainder of the year through Cuesta College.
 - ii. Ms. Willey has joined the San Luis Obispo County Affordable Housing Task Force, and recently joined others in a meeting with State officials.
 - iii. Ms. Willey will be presenting to Rotary in September.

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- iv. Mr. Warren Frace will be attending the October board meeting to present on City plans and joint efforts for development sites.
- 5. Summary Report of Activities:
 - a. Construction in Progress:
 - i. River Walk Terrace construction report: Mr. Cooke reported that River Walk Terrace has a delay in electrical equipment delivery. This issue most likely will cause a lease up delay. Construction is an estimated 70% completed.
 - ii. Sunrise Villas construction report: Mr. Cooke reported that Sunrise Villas construction is making solid progress and on target. The new onsite manager is in place, and lease-up efforts are underway. Potential move in can be as soon as December 2024.
 - b. Development Pipeline: Mr. Cooke reviewed and discussed, with no action required.
- 6. Old Business:
 - a. Open Tenant Commissioner position: The board will monitor the open tenant commissioner position through the end of the year.
- 7. New Business:
 - a. Strategic Plan Process for FY2025-2029: The current Strategic Plan will expire at the end of 2024. Ms. Willey will bring recommendations to the next meeting regarding a plan for undertaking development of the FY2025-2029 plan.
- 8. Open discussion regarding any matters not on agenda: None
- 9. Adjourned to Closed Session at 5:41 PM. Re-adjourned at 5:54 PM. No action taken.
- 10. Next PRHA meeting scheduled is for October 8, 2024 @ 5:00 PM.
- 11. Adjourn: Mr. Anderson motioned to adjourn the meeting at 5:55 PM.

Chairman: 
David Anderson

President: 
Loni Willey

Date: 10/8/2024