

HOUSING AUTHORITY OF THE CITY OF PASO ROBLES
BOARD MEETING MINUTES
November 12, 2024

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

Secretary/Director: Ms. Loni Willey
Recorder: Ms. Jessica Aguilar
Staff: Ms. Cynthia Fardanesh, via Zoom
Ms. Gaby Barriga
Ms. Betian Webb
Ms. Briandy Valencia

1. Call to Order: The meeting was called to order by Mr. Anderson at 5:02 PM.
2. Public Comment: None
3. City Reports:
 - a. Mr. Fred Strong provided a report on City activities and the latest with the recent elections. Votes continue to be counted, and will be certified no later than December 3, 2024. Measure I-24 is expected to pass and will maintain the existing five-cent local sales tax that is set to expire on March 31, 2025 (currently known as Measure E-12).
4. Consent Agenda: Mr. Willhoit motioned to approve the consent items and Mr. Kopp seconded, the motion passed: 6 ayes, 0 noes, 0 absent.
 - a. Approval of October 8, 2024 minutes: The board had no questions or comments.
 - b. Financials: Ms. Fardanesh reported that the statements provided are for three months, ending September 30, 2024. PRHA reported \$251,389 of income, \$298,424 of expenses leaving a net deficit of \$47,034. The PRHA balance sheet reported unrestricted cash of \$57,600 in the bank accounts, \$831,364 in the investment account with total current assets of \$1,503,429. PRLLC recorded \$98,022 of income and \$0.00 of expenses leaving a net surplus of \$98,022.

Ms. Fardanesh also reviewed AHPR's financial activity which includes recorded income of \$84,164, \$92,730 of expenses, leaving a net deficit of \$8,567.

Ms. Fardanesh reported that PRHA paid Bowman & Company for their recent audit. Combined liability insurance costs increased by \$12,000, due to a policy change. Employment Practices Liability coverage is now a distinct policy; there will not be a lapse in coverage in the policy transition. Three different companies were contacted to get a quote but only one submitted a proposal. The 2023 waterfall of \$85,000 from Oak Park 2 will be received by PRLLC in

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November. We are checking with our development partner regarding the Oak Park 1 waterfall assessment and any residual receipt payments.

- c. Portfolio Dashboard Report: Ms. Barriga reviewed and reported on the following properties:
- i. Oak Park 1: Ms. Barriga reported that Oak Park 1 currently has no vacancies. One tenant has submitted her 30-day notice. We are in the process of filling this unit by the EOM. One resident hasn't paid November rent yet. No major maintenance issue to report at this time.
 - ii. Oak Park 2: Ms. Barriga reported that Oak Park 2 currently one PBV vacancy, which should be filled by the EOM. Another resident was given a 60-Day Notice to Vacate for Cause. The circumstances, anticipated cost, and our remedies were further discussed. A resident provided us with a Notice to Vacate because she has built a home with Habitat for Humanity. One resident hasn't paid November rent yet. 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 but staff is working on filling this unit by EOM. Regarding rent collection, five residents haven't paid November rent; however, the Homeless Coalition will pay on two of these residents. One other resident will be moving out as they have built a home with Habit for Humanity. 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, eight residents haven't paid November rent and have been given a 3-Day Notice to Pay or Quit. No major maintenance issues to report at this time.

Board members questioned why the difference in outstanding rent with OP1 & 2 vs. OP3 & 4. Ms. Willey reported that PRHA is not the property managers at OP3 & 4, that they are instead managed through a third-party property management company. The board suggested having a representative of the property management company attend our board meetings. Ms. Willey suggested potential arrangement for them to attend quarterly, and will follow up for implementation in 2025.

Community Services: Ms. Valencia reported that the Mexican Consulate was on site November 9 & 10th, 2024. Ten partner agencies were also present. There was a flu vaccination clinic held. The food bank did outreach and provided food for 613 people. Besides the normal November 8th food distribution, there was a community yard sale as well. Ms. Webb reported that some City officials stopped by. She asked board members if they would be interested in sitting on the Scholarship committee and Mr. Willhoit, Mr. Kopp and Ms. Richardson agreed to serve. The toy bank registered an estimated

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200 children. Everyone is invited to our community Fall Festival that will be held on November 16, 2024 from 12:00-3:00 PM.

Mr. Strong reported that Daughters of the American Revolution (DAR) have an estimated \$10,000 in grant monies available. He encouraged students to check into these available monies.

5. Summary Report of Activities:

- a. Overview: Ms. Willey reported that, during the November elections, local housing leaders were at a housing policy conference where impact to affordable housing was discussed. State officials and project lenders anticipate a possible downturn in LIHTC pricing in the near future, which would result in a financial gap on new projects that would need to be filled with other sources. Ms. Willey and Mr. Cooke held a meeting with regional HUD representatives, and will undertake a variety of tasks in the near future for our continued oversight from HUD. Regarding board terms, one commissioner term is expiring in February 2025. The City will begin to take applications in January 2025 for that seat as well as the currently vacant tenant commissioner seat.
- b. Construction in Progress:
 - i. River Walk Terrace construction report: Mr. Cooke reported that the project delay from the delay in electrical equipment delivery is behind us. However, the issue is likely to cause a delay in lease-up; now slated for March 2025. Overall, the project is an estimated 80% completed.
 - ii. Sunrise Villas construction report: Mr. Cooke reported that Sunrise Villas construction is making solid progress and on target. PG&E will be on site on 11/18 to start work to energize the project. Placed-in-service is estimated by the end of December 2024 for three buildings; the remaining two buildings would be completed in January 2025 at the latest.
- c. Development Pipeline: Mr. Cooke reviewed and discussed, with no action required.

Ms. Barriga left the meeting at 5:45 PM.

6. Old Business:

- a. CEPPT Delegation of Authority: Ms. Willey reported PRHA is required to update its California Employers' Pension Prefunding Trust documents to reflect any change in job titles. Mr. Willhoit motioned to approved this designation and Mr. Irick seconded, the motion passed. 6 ayes, 0 noes, 0 absent.

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7. New Business:

- a. Proposal for three potential development opportunities were to be reviewed in Closed Session.

8. Adjourned to Closed Session at 6:02 PM. Re-adjourned at 6:45 PM. During Closed Session, Mr. Willhoit motioned to accept the following resolution and Ms. Richardson seconded; the motion passed: 6 ayes, 0 noes, 0 absent. "The Executive Director is authorized to proceed with negotiation of Letters of Intent for the potential purchase of any or all of the following properties: 298 Niblick Road, Paso Robles; 2725 Buena Vista Drive, Paso Robles; and 34th & Park Streets, Paso Robles. The Executive Director is additionally empowered to undertake initial due diligence to determine the feasibility of these potential projects for further board consideration of potential acquisition."

No further action undertaken in Closed Session.

9. Open discussion regarding any matters not on agenda
None.

10. Next PRHA meeting scheduled is for December 10, 2024 @ 5:00 PM (will be a virtual meeting).

11. Adjourn: Mr. Anderson motioned to adjourn the meeting at 6:45 PM.

Chairman:



David Anderson

President:



Loni Willey

Date:

