

HOUSING AUTHORITY OF THE CITY OF PASO ROBLES
BOARD MEETING MINUTES
April 17, 2018

Present:	Chairman:	Mr. Wes Willhoit
	Vice Chairman:	Mr. David Anderson
	Commissioners:	Ms. Beatriz Espinoza
		Mr. Earl Ward
	Sec/Dir:	Mr. David Cooke
	Director of Finance:	Mr. Brent Weickert
	Staff:	Ms. Betian Webb
	Recorder:	Ms. Amanda Mansfield
	City Liaison:	
	Guests:	Mr. Clyde Ganes
		Mr. Bob Fonarow
	Absent:	Liz Lopez Byrnes
		Mr. Harry Ovitt
		Mr. Tracey Hockett
		Mayor Steve Martin

Meeting called to order by Mr. Willhoit at 5:32 PM.

1. **Public Comment:** None
2. **City Liaison Report:** None
3. **Consent Agenda:** Mr. Anderson motioned to approve consent items and Ms. Espinoza seconded, the motion passed.
 - a. **Approval of March 13, 2018 minutes**
 - b. **Financials:** Mr. Weickert went over the financial report. Nothing out of the ordinary, cash balances are about \$1.7 million between the entities and our investment account. At the end of February, we have spent \$190,000 in predevelopment in Phase 4. There are \$9.6 million in notes and almost \$900,000 in accrued interest on those notes. Regarding income and expense, the Housing Authority received \$46,000 in income during the month of February, which is more or less our base monthly income for the management and staffing fees. Expenses are reported at \$74,000 with a \$27,000 loss for the month. Year to date, we have \$502,000 of income and \$652,000 of expenses for a \$150,000 deficit. This a \$72,000 improvement over what was budgeted. The deficit on PRHA is from the expenses from development fees that PRHA has paid for AHPR, which will in turn be reimbursed.
4. **Director's Summary Report:**
 - a. **Summary Report:**

Oak Park 1 & 2: Mr. Cooke reported that currently we have 2 vacancies in Oak Park 1. One of them is a USDA apartment, and the other is a PBV that we have a

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potential tenant for, we expect a move-in next week. No major maintenance issues to report at this time. We do have a USDA inspection coming up this Friday the 20th, they will come out and audit all of our USDA tenant files and inspect a few apartments. We do have a couple scheduled move outs coming up by the end of the month. Oak Park 1 YTD is approximately \$120,000 in income, and have an estimated \$434,000 of unrestricted cash, not including security deposits. Oak Park 2 also has no major maintenance issues to report, and one vacancy that the office staff is working to fill.

Oak Park 3: The board reviewed the attached construction report while Mr. Cooke explained that the construction for OP3 is going well. The crew did have to take about a week and a half off because of the rains, but that they are confident that they will make up for lost time easily. They have started to frame the community room and a couple of other buildings. Mr. Cooke stated that they hope to have some buildings completely done and ready for move in by fall/winter of this year. To date have had a few cost overruns such as the price of lumber, they unearthed a lot cobblestones that had to be removed, but overall construction is going well.

Oak Park 4: It looks as if our CTCAC application most likely we will not receive funding the first time around, our tiebreaker score was 27.1, whereas there were other rural developments with tiebreaker score over 30. There were 20 developments in the rural category, which is unusually high, so we had more competition than expected. We will submit another CTCAC application in June / July 2018 in the second round.

Resident Services: Ms. Webb updated the board on Youthworks. She reported they were very busy during the 2 weeks of spring break removing bark from the Chet Dotter courtyard. The farming operations in their new location have started for the summer. The Oak Park location will have additional raised beds space, and possibly in-ground planting. The Youthworks kids do all the work for the farm from planting, installing irrigation, weeding, and finally harvesting. Last year they harvested +/- 1,400 lbs. of produce. Mr. Cooke suggested that they do a walkthrough of the garden after planting is complete to appreciate their work. The woodworking shop has also moved into the modular unit at the corner of Park and 34th near the new farm. Attendance is considerably down since the beginning of the year, but the new run club and coding clubs are flourishing. We have also seen a rise in the elementary school kids who come for homework help, which has been great. Ms. Webb hopes to have an elementary kid camp this summer and have some of the older kids run it. We are still hosting Zumba every week, although now with a new instructor. We have also been approached by several new organizations wanting to reach out to our

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community including Tri-Counties, and Central Coast Autism Spectrum Group who will be starting to come next month.

5. New Business:

- a. **Memorandum 2018-04-17-01:** Proposing a letter of agreement (final draft not completed yet) regarding revenue sharing between PRHA and AHPR. Mr. Anderson motioned to approve the memorandum, Ms. Espinoza seconded, the motion passed.

- b. **Memorandum 2018-04-17-02:** The board had a discussion about the offer to acquire 110 unit Senior Project known as Villa Paseo Palms located on Ramada. Owners want to sell, so we would need to have a proposal together and submitted by the end of the month. There has been a lot of interest shown in this project, so we need to move quickly and on limited information. Mr. Anderson motioned to approve the memorandum, Ms. Espinoza seconded, motion passed.

6. Adjourn to AHPR Board Meeting: Mr. Willhoit adjourned the meeting at 6:49 pm to the AHPR Board meeting.

- a. The next scheduled meeting is May 8, 2018 at 5:30 PM in the PRHA Community Oak Room.

Chairman _____

Secretary _____

Date _____

5/8/18