

HOUSING AUTHORITY OF THE CITY OF PASO ROBLES
BOARD MEETING MINUTES
August 14, 2018

Present:	Chairman:	Mr. Wes Willhoit
	Vice Chairman:	Mr. David Anderson
	Commissioners:	Mr. Earl Ward
		Mr. Harry Ovitt
	Sec/Dir:	Mr. David Cooke
	Director of Finance:	Mr. Brent Weickert
	Staff:	Ms. Liz Lopez Byrnes
	Recorder:	Ms. Jessica Aguilar
	Absent:	Mayor Mr. Steve Martin
		Mr. Tracey Hockett
		Ms. Beatriz Espinoza
		Ms. Betian Webb

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

1. **Public Comment:** None.
2. **City Liaison Report:** None.
3. **Consent Agenda:** Mr. Ovitt motioned to approve consent items and Mr. Anderson seconded, the motion passed.
 - a. **Approval of July 10, 2018 minutes**
 - b. **Financials:** Mr. Weickert reviewed these reports are Year End and preliminary. The field audit should be taking place around Oct. 1, 2018 for PRHA. Overall, the financials are looking good at year end.
4. **Director's Summary Report:**

Oak Park 1: Mr. Cooke reported that currently we have two vacancies in Oak Park 1 but they should be filled by the end of this month. Mr. Cooke reported that last week, we had an eviction and won the case. Very soon, we should take possession of the unit.

Oak Park 2: We currently have zero vacancies in Oak Park 2. We will have one vacancy at the end of the month but are processing another applicant to fill this vacancy. Mr. Cooke informed the Board that OP2 will be having a CTCAC Compliance Inspection on site on Aug. 21, 2018. And will share these results with the Board after they come in.

Oak Park 3: Mr. Cooke reported that Ashwood Construction anticipates 5 buildings to be complete in January 2019 with possible lease up and marketing to begin in October 2018. He reminded the Board that 19 tenants from Old Oak Park that are out on relocation have priority to return to Oak Park 3 but not all will qualify or want to return. There was discussion about this.

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Oak Park 4: Application and plans were submitted to City on Aug. 1, 2018 and plan check should be completed by end of Sept. 2018. We anticipate closing mid Nov. 2018 but definitely by Thanksgiving 2018 so that construction must start in Dec. 2018. Today, there was a kick off meeting with the entire team including Wells Fargo Bank, JLL, CREA and including their attorneys. Over 20 people participated on the phone conference call.

Mr. Cooke reviewed the vacancy report produced by Mr. Weickert. Mr. Cooke also presented equity a comparison report showing the differences in the various competing equity investors pricing with the Board. He also informed them that Ms. Amanda Mansfield resigned and is no longer with Paso Robles Housing Authority.

Oak Park 3 Construction: Mr. Cooke reviewed the construction report and photos showing the project is on schedule. Mr. Anderson asked if we had experienced any vandalism and Mr. Cooke reported there had been some vandalism recently involving a C-Train. On this same occasion, there had been other vandalism somewhere else in the City with another construction site.

5. Old Business:

- Mr. Willhoit motioned to approve Full Shade Sponsorship of \$1,500 towards Made in the Shade fundraiser held on Aug. 25, 2018 at Rava Winery. All proceeds go towards building shade structures at Uptown Family Park. Mr. Anderson seconded, the motion passed. Mr. Cooke let the Board know that this sponsorship will come with a table of ten and will send out an email to see if board members are interested in attending.
- LEED Certification Discussion lead by Mr. Anderson, to see about our properties to be certified but will check into cost and see about the possibility of Cal Poly students participating in this project. Mr. Willhoit expressed concern regarding cost, cost benefit, lasting effect and very time consuming because of his past experience with the LEED process. Mr. Anderson is going to do some more research on this topic and report back to the Board .

6. New Business:

- **Amended and Restated PRHA Bylaws and Resolution No. 2018-08-14-1.** Mr. Cooke presented a new set of Amended and Restated PRHA Bylaws for approval by resolution No. 2018-08-14-1. Mr. Cooke reported that this is a general clean up and update of our existing Bylaws and are more in conformance with the laws, well defined and overall a better professional document. The Bylaws were drafted by or Attorney Ms. Marilyn Jacobs and reviewed and commented on by

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Mr. Cooke and Mr. Weickert. There were no questions posed by board members.

Mr. Ovitt motioned to approve Resolution #2018-08-14-1 and Mr. Anderson seconded with the exception of 2 board members that were absent, the motion passed unanimously.

- **CALPERS Update.** Mr. Cooke reported the contract with CalPers were generated many years ago. We asked CalPers had to provide us with a copy. Mr. Cooke reviewed PRHA's financial obligation with CalPers. Ms Aguilar and Mr. Cooke are the only two under the the "Classic" type contract, this only affects two employees being Mr. Cooke and Ms. Aguilar. The remaining staff is under the CALPERS revised contract. Mr. Cooke reported to be eligible collect to retirement benefits from CalPers, employee's must be at a minimum vested for five years. Monthly retirement benefits are based on a formula that includes employees last three years of salary plus the number of years employed. Additionally, PRHA pays 100% of retiree's supplemental health insurance that go along with Medicare health care. These are lifetime benefits. Currently PRHA is paying on four retirees. Mr. Cooke reported that he and Mr. Weickert will be reviewing this, possibly to make some changes to this plan and open to any board suggestions. Mr. Willhoit asked who these four Retirees were. Ms. Aguilar expressed names, job title and number of years employed with PRHA.
- **Investment recommendation, per policy.** Mr. Cooke reported there is two Proposed Investment Proposals that were handed out at the board meeting. The two investment firms are from: Morgan Stanley (Richard Sample) and Stifel (Steve McAbee). After much discussion, the Board decided to not take any action at the moment and directed staff to reach out to two more firms possibly Wacker and Taylor Frigon and present all at a following board meeting.

7. **Adjourn to AHPR Board Meeting:** Mr. Willhoit adjourned the meeting at 7:06 PM to the AHPR Board meeting.

- a. The next scheduled meeting is September 11, 2018 at 5:30 PM in the PRHA Community Oak Room.

Chairman _____

Secretary _____

Date _____

10/9/18