

MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
March 23, 2021

The March regular meeting of the Board of Commissioners of the Housing Authority of the City of Reno (Agency) was called to order by Chairman Sullivan at 12:10 pm on Tuesday, March 23, 2021. Pursuant to Governor Sisolak's March 22, 2020 Declaration of Emergency Directive 006, the requirement contained in NRS 241.023(1)(b), that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate, is suspended in order to mitigate against the possible exposure or transmission of the COVID-19 (Corona Virus). This meeting was held by video/telephone conference.

Commissioners Present

Mark Sullivan, Chairman
Mayor Hillary Schieve
Barbara Wilhelms

Commissioners Absent

Dave Aiazzi, Vice Chairman

Staff Present

Amy Jones, Executive Director
Chuck Zeh, Legal Counsel
Mishon Hurst, Deputy Executive Director
Matt Robinson, Director of Development
Ryan Aeschlimann, Director of Administration
Cathy Steed, Elderly Services Administrator
Samantha Arellano, IT Manager
Kathy Merrill, Executive Administrative Assistant

Staff Absent

Heidi McKendree, Director of Rental Assistance

Others Present

None.

There being a quorum present, the order of business was as follows:

- **Call to order and roll call.**
- **Receive introduction of guests.**
- **Approval of agenda (For Possible Action)**

Commissioner Wilhelms moved to approve the agenda posted on March 18, 2021. Commissioner Schieve seconded the motion. Hearing no further discussion, Chairman Sullivan called for the question. The vote was all ayes, no nays. Chairman Sullivan declared the motion carried and the agenda approved.

Public Comment. Public comment, if any, must be limited to any item on the Agenda which is listed as an item for action by the Board. Comment from the public is limited to three minutes per person, under these items.

There was no public comment.

1. Approval of the minutes of the regular Board meeting held February 23, 2021. (For Possible Action)

It was moved by Commissioner Wilhelms to approve the minutes of the regular Board meeting held February 23, 2021. Commissioner Schieve seconded the motion. Hearing no further discussion, Chairman Sullivan called for the question. The vote was all ayes, no nays. Chairman Sullivan declared the motion carried and the minutes approved.

2. Consent Agenda. (All consent items may be approved together with a single motion, be taken out of order, and/or be heard and discussed individually. Items will be removed and considered separately at the request of the public or Board member.)

- a) Consider adoption of Resolution 21-03-01 RH approving the Operating budget for year ending June 30, 2022. (For Possible Action)
- b) Consider adoption of Resolution 21-03-02 RH approving the content and submission of the Authority's FY 2022 Moving to Work Annual Plan and Certifications of Compliance to the U.S. Department of Housing and Urban Development (HUD). (For Possible Action)

Executive Director Jones requested to pull item 2(a) from the agenda.

Commissioner Wilhelms motioned to approve Resolution 21-03-02 RH. Commissioner Schieve seconded the motion. Hearing no further discussion, Chairman Sullivan called for the question. The vote was all ayes and no nays. Chairman Sullivan declared the motion carried and the resolution approved.

3. Commissioner's Reports regarding routine matters not otherwise requiring separate consideration. (Discussion)

Chairman Sullivan commented that some motels on 4th Street are being utilized to house individuals in a temporary housing situation. He would like staff to explore the feasibility of the RHA implementing this model for additional housing opportunities within the community.

4. Receive regular Financial Reports for the current period. (Discussion)

ENTITY-WIDE FINANCIAL REPORT FOR THE 8 MONTHS ENDED FEBRUARY 28, 2021

PUBLIC HOUSING

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	2,720,923	2,739,506	(18,583)
Expenditures	2,929,255	3,178,885	249,630
Net Profit (loss)	(208,332)	(439,379)	231,047

Revenue in-line with budget as we received \$195,525 of the additional operating subsidy funds for COVID-19 which was offset by postponing rent increases until January during the pandemic.

Favorable expenditures due to positions that are vacant and haven't been filled due to COVID-19 drove \$160k favorable to budget. Management & bookkeeping fee expense budgeted high by \$109k.

Funds received from the 2012 Operating Subsidy lawsuit of \$28,456.

HOUSING CHOICE VOUCHER (S8 and MTW)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	19,677,013	11,428,285	8,248,728
HAP Payments to Landlords	19,870,746	9,976,224	(9,894,522)
Fee & Other Revenue	3,014,399	2,188,759	825,640
Expenditures	2,095,314	2,148,132	52,818
Net Profit (loss)	725,352	1,492,688	(767,335)

Fee & Other Revenue reflects the CHAP rental assistance the RHA received from the City of Reno, City of Sparks and Nevada Housing Division, of \$781K more than budget.

MTW Activity for rent revenue lost is \$755,972.00 which is reimbursable through MTW and be reflected in future months.

Neighborhood Stabilization Program (NSP)

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	752,879	738,284	14,595
Expenditures	425,182	430,737	5,555
Restricted Profit (loss)	327,696	307,547	20,149

Business Activities

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	2,110,256	2,074,763	35,493
Expenditures	1,159,068	1,156,806	(2,262)
Unrestricted Profit (loss)	951,188	917,958	33,231

WASHOE AFFORDABLE HOUSING (WAHC)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	17,315,261	15,107,255	2,208,006
HAP Payments to Landlords	17,315,261	15,107,255	(2,208,006)
<i>HAP Surplus (Deficit)</i>	-	-	-
Admin and Fee Revenue	564,016	446,678	117,338
Expenditures	441,067	486,435	45,368
<i>Unrestricted Profit (Loss)</i>	<i>122,949</i>	<i>(39,757)</i>	<i>162,706</i>
Net compared to budget	122,949	(39,757)	162,706

FY21 Budget Homeless Prevention Program is included and this program has resumed.

Actual HAP revenue and expenses were budgeted low.

Landlords associated with Washoe Affordable applied for and received \$74,352 in COVID-19 funds. These are pass-through monies.

Admin and Fee Revenue budgeted at 82.5% of prior year but actuals have remained consistent year over year.

COCC

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,296,739	1,537,327	(240,588)
Expenditures	1,321,764	1,416,209	94,445
Net compared to budget	(25,025)	121,118	(146,143)

Unfavorable revenue due to management and Bookkeeping fee revenue budgeted high but has remained consistent year over year.

Favorable expenses due to vacant positions.

ENTITY-WIDE TOTALS

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	36,992,273	26,535,539	10,456,734
HAP Payments to Landlords	37,186,006	25,083,479	(12,102,527)
<i>HAP Surplus (Deficit)</i>	<i>(193,733)</i>	<i>1,452,061</i>	<i>(1,645,793)</i>
Fee & Other Revenue	10,459,211	9,725,317	733,894
Expenditures	8,371,650	8,817,204	445,555
<i>Unrestricted Profit (Loss)</i>	<i>2,087,561</i>	<i>908,113</i>	<i>1,179,449</i>
Net Profit (loss)	1,893,829	2,360,173	(466,345)

5. Receive Executive Director/Secretary's Report. (Discussion)

Executive Director Jones stated that staff held a COVID-19 vaccine clinic administering 200 doses to residents over 65 years of age and to cancer patients in the community. Another vaccine clinic will be held on April 10, 2021 for the younger population. Staff has been working with and will continue to work with community leaders on the effort to provide additional vaccination clinic opportunities to RHA residents and to the community.

The independent contract with JF Realty for crisis relocation services prevented seven families from being evicted.

A. Update on MTW Activities

- Staff will be requesting reimbursement from HUD for MTW activity costs, including reimbursement for the purchase of the 4.75 acres on the Nevada Cares Campus

B. Update on Housing Choice Voucher Program / Asset Management**Housing Choice Voucher Program – Heidi McKendree**

- Total Voucher Allocation: 2524
- MTW Baseline: 2382
- HUD VASH Allocation: 416
- Housing Choice/Project Based Vouchers issued and leased – 2225
- Housing Choice/Project Based Vouchers issued and shopping – 76
- HUD VASH Vouchers currently issued and leased – 228
- HUD VASH Vouchers currently issued and shopping – 31
- New clients briefed in February 2021 – 29
- Due to COVID-19 related concerns, in-person briefings have been suspended since November. Staff began conducting remote briefings in February in order to continue issuing vouchers to clients referred from the Admissions Department. In-person briefing sessions are offered to clients unable to attend a remote briefing.
- Housing Quality Standards inspections conducted in February 2021 – 270

Public Housing

- Public Housing ended the month of February leased at 98%
- RHA has hired a maintenance I position and has a vacant landscaper position
- The vacant Director of Asset Management will be advertised in March
- Staff is preparing to start conducting UPCS inspections in the month of March

C. Update on Elderly Services, Workforce Development, and youth activities

Elderly Services

- Through a partnership with Immunize Nevada and Smith's Pharmacy, RHA hosted a COVID-19 vaccination clinic on March 5th for RHA seniors aged 65 and older. The clinic was a huge success administering 200 doses of the vaccine.
- On April 10th, RHA will host another round of COVID-19 vaccines for the younger population of residents and community members. RHA will continue to be a point of distribution for community clinics in the upcoming months to continue to provide our residents with vaccination opportunities through the Washoe County and City of Reno clinics.
- Fifty Easter dinner kits were donated by the Bridge Church of Reno and will be distributed to RHA seniors the week before Easter

Workforce Development (WFD)

- WFD staff are planning to implement in-person workshops in the coming weeks. Enrollment has increased and remote workshops are no longer meeting the needs of our residents.
- Staff continues to build partnerships in the community and address the individual needs of participants in achieving self-sufficiency

Youth Activities

- RHA generously donated 24 used PCs and monitors to RHA families. Our families were incredibly grateful as these PCs provided much-needed relief in the new world of attending school and working from home.
- In partnership with the Boys & Girls Club of Truckee Meadows and Sierra Nevada Journeys, one RHA family is attending "Family Camp" during Spring Break this year free of charge. The family will have a cabin to themselves and will participate in all the usual camp activities.
- Staff is working to help families sign up for Sierra Nevada Journey's Summer Camp. A total of 40 scholarships were received and are almost filled.

D. Update on Modernization Activities

The Development Department is currently working on the following improvement projects:

- **(CF2018) Stead Manor Landscape Improvements:** There are many areas for landscape improvements at Stead Manor. CF2019 funds will be spent on RHA owned backflow devices, drip stations, spray stations, and associated drip lines as needed. All other landscape improvements at Stead Manor will be postponed until the CF2019 Tree Trimming and Removal project is complete.
- **(CF2019) Stead Manor Sewer Line Replacement and Improvements:** Staff has begun to put together a set of plans and specifications for an advertisement to replace and reconfigure as needed the sewer line underneath each building at Stead Manor. The current sewer line has

many points of failure. There is the potential for minor excavation of debris/dirt underneath each building structure prior to commencement of plumbing work.

- **(CF2019) Multi-Site Tree Trimming and Removal:** Several RHA owned sites have had recent roots in sewer line service calls. As part of tree trimming and removal of end of useful life trees, addressing tree roots that have penetrated our sewer lines at multiple sites, coupled with the need to improve security camera coverage area and future security camera improvement projects has become a priority. Urban Forestry will be contacted to help determine trees that are at or near the end of their useful life, but any tree deemed to be invasive to our sewer lines will be removed as needed.
- **(CF2019) Mineral Manor Water Heater Replacement:** Several of the water heaters at Mineral Manor have begun to fail and/or have created several service calls. As part of standardizing inventory and replacing aged out water heaters, staff has begun to compile a list of water heaters at Mineral Manor that will be replaced under CF2019. We expect to advertise this work in the coming weeks.
- **(OPS) Hawk View Structural:** A detailed site structural reconnaissance was requested from RHA to McElhaney Structural Engineers to provide a ROM (Rough Order of Magnitude) on correcting the structural shifting of the interior footings of multiple buildings at Hawk View. McElhaney was awarded this work on September 15, 2020 in the amount of \$9,400. The reconnaissance and needed survey work is now 100% complete. McElhaney has a cost estimate of \$42,383.09 per building section (x 22) building sections for a total of \$932,427.98 assuming all building sections will require equal time and material. A 30% contingency was added to create a final budget number of \$1,212,156.37. Advertisement summer 2021.
- **(OPS) 1245/1247 Carville Court:** Discussions to proceed with scoping the needs to address the structural concerns with the vacant building on Carville Court have begun. Staff had ACM testing performed at 18 locations within the building with several areas of joint compound and all of the spray acoustic ceiling spray back positive for Asbestos. An Invitation to Bid for ACM Abatement was advertised on March 2, 2021 with a bid due date of March 26, 2021.
- **(OPS) 2430 Tom Sawyer Unit B - Asbestos Abatement & VCT Floor Tile:** The existing VCT floor tiles in this unit have begun to pop loose. Due to the presence of black mastic used and the era of the existing flooring, it was determined to have ACM testing performed. ACM test results for the flooring mastic did come back positive for Asbestos. All Eagle LLC provided the ACM Abatement in the amount of \$4,866.00. The unit has been cleared of Asbestos and the flooring portion has been turned over to maintenance.
- **(OPS) 1438 Silverada Bathroom Floor Replacement:** The bathroom flooring in this unit has started to fail and tiles are popping loose. An advertisement to demo, replace backerboard including leveling and targeting drainage toward the ADA shower drain, and replace floor tile was advertised on January 22, 2021 for a period of 30 days. A job walk was successfully completed on February 4, 2021 with multiple interested contractors. Avail Enterprises was the apparent low bidder at \$6,600.00 and work is expected to start on Monday, March 22.
- **(OPS) 1498 Silverada Tub Surround:** A project to replace the Swanstone tub surround at this unit was determined by staff. This project was advertised on December 31, 2020 with a job walk held on January 13, 2021. RCM Construction was the low apparent bidder and was awarded this project on February 8, 2021. Work is expected to start on Monday, March 22.
- **(N/A) 1035 8th Street Property:** Staff has begun to put together an RFQ for Architectural Services. The anticipated advertisement date is Friday, March 19.
- **(N/A) Horizon Hills:** An Architectural Service Agreement was created and sent over to H + K Architects. A fee proposal from H + K partnering with Wood Rodgers for the requested services

was received as a stipulated lump sum of One Hundred Six Thousand Four Hundred dollars (**\$106,400.00**) (H+K = \$55,900.00) (Wood Rodgers = \$50,500.00).

E. Update on other Agency activities

- Due to COVID 19, the lobby and all common areas remain closed to the public. Clients continue to utilize the dropbox and email to submit documents. Staff continues to split their time working from home and the office, as necessary to meet the department needs.
- The CDC extended the eviction moratorium to March 31, 2021, which coincides with the State of Nevada eviction moratorium.
- The Director of Development and Asset Management staff are working with NV Energy and their Powershift program to receive new Energy Star refrigerators for our Public Housing sites at no cost to the Agency.
- Paradise Park – Staff sent out surveys to our residents regarding the use of the park. Over 100 surveys were returned. The Executive Director met with Shanda Golden to provide her copies of the surveys to assist her efforts in cleaning up the park. Resident responses for not utilizing the park ranged from cleanliness, homeless population, safety, and crime.
- During the month of February, the Independent Contract with JF Downey was able to keep seven families from being evicted.
- The RHA is grateful to its community partners committed to assisting individuals and families on our programs;
 - Immunize Nevada
 - Smith's Pharmacy
 - Bridge Church of Reno
 - Boys & Girls Club of Truckee Meadows
 - Sierra Nevada Journeys
- CARES Act Housing Assistance Program (CHAP)
 - The agreement between the RHA and Washoe County to administer \$6,380,855 has been approved.
 - The agreement between the RHA and City of Reno to administer \$5.7M of rental assistance funds is before the Board today for approval.
 - The agreement between the RHA and the Nevada Housing Division to administer \$10M of rental assistance funds is before the Board today for approval.
 - Media coverage- The Executive Director participated in an interview with Face the State.

F. Strategic Plan

- Bond Rating – Waiting for a quote from Moody's Investor Service to complete a Private Monitored Rating.
- Nevada Cares Campus –
 - Director staff toured the current shelter with VOA staff
 - ED had a follow-up call with VOA staff to discuss transitional housing models
 - Director staff have scheduled a meeting with Haven for Hope to discuss their Campus model in San Antonio
 - ED attends monthly meetings regarding site improvements with community stakeholders
 - New Shelter tour scheduled for March 30, 2021

- Bi-weekly calls regarding fundraising efforts for the new shelter
 - A tour of Crossroads will be scheduled in the upcoming weeks
 - Staff continues to look at potential alternative office space in preparation of the NDOT expansion and RAD
 - Staff has started evaluating the Agency's organizational structure
 - Develop Metrics to Measure success
- 6. Receive Report of Legal Counsel: Review by the Housing Authority's legal counsel of the work performed on behalf of the Housing Authority during the reporting period which generally runs from the date of the last Board meeting to the present. (Discussion)**

Legal Counsel Zeh reported legal work performed by his firm for the past month consisted of negotiating and drafting a contract with Washoe County for the Emergency Rental Assistance Program (ERAP), as well as similar contracts with the City of Reno and the Nevada Housing Division (NHD), continued monitoring and tracking of RHA's interest in respect to the Wells Cargo property as matters arise, and Open Meeting Law advice.

- 7. Consider adoption of Resolution 21-03-03 RH authorizing the Executive Director to enter into an agreement with the City of Reno to administer \$5.7M in emergency rental assistance to city of Reno residents impacted by the COVID-19 pandemic. (For Possible Action)**

Executive Director Jones explained this agreement is under review with the city attorney at this time. It is expected this agreement will go before the Reno City Council at the April 14th meeting. This agreement will assist city of Reno residents in need of emergency rental assistance due to the COVID-19 pandemic. The agreement will provide \$5.7M in emergency rental assistance and is similar to past agreements approved by the Board. The NHD agreement (item 8) will be able to provide emergency rental assistance to those in need until this agreement is finalized by the Reno city council.

Commissioner Wilhelms motioned to approve Resolution 21-03-03 RH with the understanding RHA legal counsel and the Executive Director will continue to finalize the agreement in the best interest of the RHA. Commissioner Schieve seconded the motion. Hearing no further discussion, Chairman Sullivan called for the question. The vote was all ayes and no nays. Chairman Sullivan declared the motion carried and the resolution approved.

- 8. Consider adoption of Resolution 21-03-04 RH authorizing the Executive Director to enter into an agreement with the Nevada Housing Division to administer \$10M in emergency rental assistance to Washoe County residents impacted by the COVID-19 pandemic. (For Possible Action)**

Executive Director Jones stated this agreement is similar to other agreements brought before the Board for COVID-19 emergency rental assistance. This agreement is under final review with the NHD. After Board approval today, the RHA would be on target to receive initial funding from the NHD by the end of the month. Staff is ready to process payments for the 2,300 households that are in need of this assistance. Residents of Washoe County are eligible for this funding, which includes city of Sparks and city of Reno residents. Staff will apply funding to eligible households to maximize the multiple funding sources that have been received based on the appropriate scenario of residency.

Commissioner Wilhelms motioned to approve Resolution 21-03-04 RH with the understanding RHA legal counsel and the Executive Director will continue to finalize the agreement in the best interest of the RHA. Commissioner Schieve seconded the motion. Hearing no further discussion, Chairman Sullivan called for the question. The vote was all ayes and no nays. Chairman Sullivan declared the motion carried and the resolution approved.

9. Discussion of the RHA Strategic Plan as established during the Strategic Planning Session on January 21, 2021. Discussion may include, but not limited to the goals identified that include short-term and long-term, and action items that were determined to be developed and implemented by staff. (For Possible Action)

Executive Director Jones stated staff has held several meetings with stakeholders and has toured many community partner sites that are involved with those suffering from homelessness, as well as holding conversations with Haven of Hope in San Antonio to understand the overall elements involved with transitional housing that would affect RHA's role in the Nevada CARES Campus. RHA will be challenged by this endeavor and is working hard at gathering valuable information to better understand how to build a successful transitional housing model that will be effective.

Executive Director Jones stated she is exploring avenues for restructuring the Agency for its future growth. CVR Consulting has worked with other housing authorities and is being considered to assist the RHA. Staff is in the process of developing a Request For Proposals (RFP) for services as another possible option to assist the RHA with its restructuring.

Executive Director Jones explained the benefits and costs of a bond rating for the RHA. The timeline is a six to eight-week process and involves reviewing financials with an initial cost of \$30,000. It would cost \$11,000 a year for continued rate monitoring. The process does not seem difficult. There could be a benefit to the RHA to start this process soon as interest rates may rise. There are local banks that have a vested interest in affordable housing that the RHA can partner with that can help support this effort. Staff will create a simple financial outline for next month's meeting to determine if bonding would be beneficial.

10. Additional items:

- i) General matters of concern to Board Members regarding matters not appearing on the Agenda. (Discussion)

There were no matters of concern discussed.

- ii) Reports on conferences and trainings. (Discussion)

There were no reports on conferences and trainings.

- iii) Old and New Business. (Discussion)

There were no Old or New Business to discuss.

- iv) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time: April 27, 2021; May 25, 2021; and June 22, 2021. (For Possible Action)

11. Public Comment. The opportunity for public comment is reserved for any matter

within the jurisdiction of the Board. No action on such an item may be taken by the Board unless and until the matter has been noticed as an action item. Comment from the public is limited to three minutes per person.

There was no public comment.

12. Adjournment. (For Possible Action)

Commissioner Wilhelms moved to adjourn the meeting. Commissioner Schieve seconded the motion. Hearing no further discussion, Chairman Sullivan called for the question. The vote was all ayes and no nays. Chairman Sullivan declared the motion carried and the meeting adjourned at 12:38 pm.