

MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
October 25, 2022

The annual meeting of the Board of Commissioners of the Housing Authority of the City of Reno (Agency) was called to order by Vice Chairman Aiazzi at 12:02 pm on Tuesday, October 25, 2022 in the Agency's Boardroom.

Commissioners Present

Mark Sullivan, Chairman
Dave Aiazzi, Vice Chairman
Mayor Hillary Schieve-**via phone 12:06pm**
Jazzmeen Johnson-**via phone**

Commissioners Absent

Staff Present

Hilary Lopez, Ph.D., Executive Director
Heidi McKendree, Deputy Executive Director
Ryan Russell, Legal Counsel
Linda Long, Director of Administration
Darren Squillante, Director of HR
Darrell Playford, Director of Development
Samantha Arellano IT Manager
Cori Fisher, Director of Resident Services
Jamie Newfelt, Director of Rental Assistance
Kristin Scott, Director of Public Housing
Kim Anhalt, Moving to Work Coordinator
April Conway, Public Affairs Officer
Lindsay Dobson, Executive Administrative Assistant

Staff Absent

Others Present

None

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

• **Call to order and roll call.**

Executive Director Lopez announced that Commissioner Delgado has notified staff he was stepping down from the Board.

• **Receive introduction of guests.**

None

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.

➤ **Approval of agenda (For Possible Action)**

Vice Chairman Aiazzi moved to approve the agenda. Commissioner Johnson 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.

1. Approval of the minutes of the regular Board meetings held September 27, 2022. (For Possible Action)

Vice Chairman Aiazzi moved to approve the September 27, 2022, minutes. Commissioner Johnson 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. Annual nomination and election of chair, vice-chair, and secretary/treasurer. (For Possible Action)

Commissioner Schieve nominated Vice Chair Dave Aiazzi as Chair. Chairman Sullivan seconded the nomination. Chairman Sullivan called for the question. The vote was all ayes, no nays. Chairman Sullivan declared nominee Vice Chair Dave Aiazzi elected as Chair of the RHA Board of Commissioners.

Chairman Sullivan nominated Commissioner Jazzmeen Johnson as Vice Chair. Vice Chair Aiazzi seconded the nomination. Chairman Sullivan called for the question. The vote was all ayes, no nays. Chairman Sullivan declared nominee Commissioner Jazzmeen Johnson elected as Vice Chair of the RHA Board of Commissioners.

Chairman Sullivan nominated Executive Director Lopez as Secretary Treasurer. Vice Chair Aiazzi seconded the nomination. Chairman Sullivan called for the question. The vote was all ayes, no nays. Chairman Sullivan declared nominee Executive Director Lopez elected as secretary Treasurer of the RHA Board of Commissioners.

3. 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 22-10-01 RH approving updates to the Voucher Payment Standards based on HUD's publication of the Fair Market Rents for FY2023 with the effective date of January 1, 2023, for annual recertifications and for vouchers issued on or after November 1, 2022. (For Possible Action)

HUD recently published 2023 Fair Market Rents (FMR) and Small Area Fair Market Rents (SAFMR) for Washoe County. Regulations allow Housing Authorities to set basic Payment Standards between 90 and 110% of the HUD published FMR, and to establish Exception Payment Standards at the zip code level between 90 and 110% of the HUD published SAFMR.

Staff is recommending an increase in basic Payment Standards for all bedroom sizes to 100% of the FY 2023 FMR, as well as the adoption of SAFMR-based Exception Payment Standards for 12 zip codes within Washoe County, set at 100% of the FY 2023 SAFMR. These 12 zip codes represent lower poverty and higher opportunity areas where the market rent typically

exceeded the maximum Payment Standard. Increasing payment standards for all bedroom sizes to within market rents will give participants a greater likelihood of finding a unit and utilizing their voucher in the current market. Additionally, the adoption of SAFMR-based Exception Payment Standards in the “Opportunity” zip codes will help to deconcentrate poverty and further expand the housing options available to low-income families.

Below are the proposed changes to the Payment Standards which would be effective January 1, 2023, for annual recertifications and for vouchers issued on or after November 1, 2022:

Zip Code	Bedroom Size						
	0	1	2	3	4	5	6
Basic	\$ 1,060	\$ 1,256	\$ 1,585	\$ 2,253	\$ 2,700	\$ 3,105	\$ 3,510
89402	\$ 1,400	\$ 1,630	\$ 2,040	\$ 2,900	\$ 3,460	\$ 3,979	\$ 4,498
89434	\$ 1,220	\$ 1,440	\$ 1,820	\$ 2,590	\$ 3,100	\$ 3,565	\$ 4,030
89436	\$ 1,240	\$ 1,470	\$ 1,860	\$ 2,640	\$ 3,170	\$ 3,645	\$ 4,120
89440	\$ 1,250	\$ 1,470	\$ 1,860	\$ 2,650	\$ 3,170	\$ 3,645	\$ 4,120
89441	\$ 1,590	\$ 1,890	\$ 2,380	\$ 3,380	\$ 4,050	\$ 4,657	\$ 5,264
89450	\$ 1,500	\$ 1,780	\$ 2,240	\$ 3,180	\$ 3,820	\$ 4,393	\$ 4,966
89451	\$ 1,500	\$ 1,780	\$ 2,240	\$ 3,180	\$ 3,820	\$ 4,393	\$ 4,966
89508	\$ 1,370	\$ 1,620	\$ 2,050	\$ 2,910	\$ 3,490	\$ 4,013	\$ 4,536
89511	\$ 1,310	\$ 1,550	\$ 1,960	\$ 2,790	\$ 3,340	\$ 3,841	\$ 4,342
89519	\$ 1,460	\$ 1,730	\$ 2,180	\$ 3,100	\$ 3,710	\$ 4,266	\$ 4,822
89521	\$ 1,580	\$ 1,870	\$ 2,360	\$ 3,350	\$ 4,020	\$ 4,623	\$ 5,226
89523	\$ 1,220	\$ 1,440	\$ 1,820	\$ 2,590	\$ 3,100	\$ 3,565	\$ 4,030

Effective for vouchers issued on or after 11/1/22 and annuals effective 1/1/23.

- b) Consider adoption of Resolution 22-10-02 RH approving revisions to the Housing Authority of the City of Reno’s Administrative Plan for Section 8 Housing Choice Voucher and Project Based Voucher Programs with updates to Appendix I Definition of Terms, Appendix III HUD Fair Market Rents, and Appendix IV Voucher Payment Standards with minor updates to language clarification in compliance with HUD regulations. (For Possible Action)

Staff is proposing to make the following changes to the Administrative Plan for the Housing Choice Voucher and Project Based Voucher Programs:

- Staff updated the verbiage for the Payment Standards to clarify that Small Area Fair Market Rent (SAFMR)-based Exception Payment Standards do not require HUD approval per 24 CFR 982.503(b)(1)(iii) and will be set between 90%-110% of the HUD published SAFMR.
- Staff updated HQS acceptability criteria for a grease-free stovetop and the acceptability of inoperable vehicles.
- Staff updated references to GoSection8 software to AffordableHousing.com.

- Staff updated Appendix 1 – Definition of Terms to clarify that Fair Market Rent (FMR) is also known as Metro Area Fair Market Rent (MAFMR) and added a definition for Small Area Fair Market Rent (SAFMR).
- Staff updated Appendix 3 – HUD Fair Market Rents with the FY 2023 Metro Area Fair Market Rents and Small Area Fair Market Rents as published by HUD.
- Staff updated Appendix 4 – Voucher Payment Standards with Basic Voucher Payment Standard table and the SAFMR-based Exception Payment Standard Table. Both tables will be effective with vouchers issued on or after 11/1/22 and annuals effective 1/1/23.

Chairman Sullivan pulled consent agenda item (b) for discussion.

Vice Chairman Aiazzi moved to approve the consent agenda item 3 (a). Commissioner Johnson 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 item approved.

Chairman Sullivan questioned the reasoning behind revisions to the previous 110% Fair Market Standards previously approved by The Department of Housing and Urban Development (HUD). Chairman Sullivan questioned how this proposal would impact the community RHA continues to serve.

Executive Director Lopez stated the Agency does not anticipate the new HUD proposal would impact the number of households served overall. Executive Director Lopez reported the number of households currently being served that live within the zip codes provided in the staff report, are rent burdened or severely rent burdened. This proposal would allow RHA to relieve that rent burden and those families. It would also assist additional families who may be able to find units due to the increase in payment standards.

Director of Rental Assistance Newfelt stated the Agency's proposal for the payment standards was 100% of the Fair Market Rents (FMRs). HUD has been slowly shifting towards using the Small Area Fair Market Rents (SAFMRs) which are based at the zip code level in an effort to pinpoint those areas of opportunity that current vouchers are unable to cover. HUD has offered new guidance stating using SAFMRs to create exception payment standards would not require HUD approval. RHA staff proposes using 100% of the regular FMRs for all of Washoe County and then 100% of the SAFMRs for the specific 12 zip codes included in the staff report.

Executive Director Lopez reported Washoe County has a high rate of households that are receiving vouchers that for a variety of reasons, one of which is the market and market rents, clients are unable to utilize those vouchers once they receive them. Staff is hopeful that by moving to the SAFMRs with these zip codes, it will provide more opportunity for them to utilize the voucher once they receive it. The Agency anticipates it will cost an additional \$88,000 annually to serve the 60 families currently in those zip codes that are paying more than 30% as allowed towards their tenant portion of rent. The Agency also has enough in the current HAP allotment to cover any additional families that would move into these zip codes. Staff does not anticipate having to deny anyone in need of a voucher or reduce the number of people currently served in the community.

Vice Chairman Aiazzi moved to approve the consent agenda item 3 (b). Commissioner Johnson 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 item approved.

Financials are included below:

**ENTITY-WIDE FINANCIAL REPORT
FOR THE 10 MONTHS ENDED SEPTEMBER 30, 2022**

PUBLIC HOUSING

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,143,872	1,167,210	(23,338)
Expenditures	1,289,035	1,421,425	132,390
Net Surplus (deficit)	(145,163)	(254,215)	109,052

HOUSING CHOICE VOUCHER (RENTAL ASSISTANCE and MTW)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	6,102,947	6,398,151	(295,204)
HAP Payments to Landlords	6,545,201	6,306,229	(238,972)
Fee & Other Revenue	794,481	668,148	126,332
Expenditures	722,051	848,518	126,467
Net Surplus (deficit)	(369,825)	(88,448)	(281,377)

Neighborhood Stabilization Program (NSP)

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	295,196	298,551	(3,356)
Expenditures	182,775	171,938	(10,837)
Restricted Surplus (deficit)	112,421	126,614	(14,193)

Business Activities

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,181,164	1,024,370	156,795
Expenditures	450,496	430,273	(20,223)
<i>Unrestricted Surplus (deficit)</i>	<i>730,668</i>	<i>594,096</i>	<i>136,572</i>

WASHOE AFFORDABLE HOUSING (WAHC)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	6,464,355	6,434,333	30,023
HAP Payments to Landlords	6,462,855	6,434,333	(28,523)
<i>HAP Surplus (Deficit)</i>	<i>1,500</i>	<i>-</i>	<i>1,500</i>
Admin and Fee Revenue	256,992	258,254	(1,262)
Expenditures	176,175	176,890	714
<i>Unrestricted Profit (Loss)</i>	<i>80,817</i>	<i>81,364</i>	<i>(547)</i>
<i>Net compared to budget</i>	<i>82,317</i>	<i>81,364</i>	<i>953</i>

COCC

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	511,582	595,598	(84,015)
Expenditures	812,498	969,426	156,927
<i>Net compared to budget</i>	<i>(300,916)</i>	<i>(373,828)</i>	<i>72,912</i>

ENTITY-WIDE TOTALS

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	12,567,302	12,832,484	(265,181)
HAP Payments to Landlords	13,008,056	12,740,562	(267,495)
<i>HAP Surplus (Deficit)</i>	<i>(440,754)</i>	<i>91,922</i>	<i>(532,676)</i>
Fee & Other Revenue	4,183,287	4,012,130	171,157
Expenditures	3,633,031	4,018,469	385,438
<i>Unrestricted Profit (Loss)</i>	<i>550,256</i>	<i>(6,339)</i>	<i>556,595</i>
Net Surplus (deficit)	109,502	85,583	23,919

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

There were no commissioner reports.

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

Executive Director Lopez reminded staff the annual Board retreat will be held Monday, November 7 from 9am to 4pm at the Elm Estate. Staff will also be taking a tour of RHA's public housing sites to acquaint staff with RHA's housing portfolio as well as the diverse mix of development done through the Agency. There are plans to provide a similar tour for elected officials.

Executive Director Lopez reported the Agency is almost finished with the Cares Housing Assistance Program (CHAP). Staff has administered all the payments on behalf the clients and are finalizing administrative costs. In total, 3,500 families have been assisted through the CHAP program.

Executive Director Lopez reported RHA's Resident Services Department partnered with Immunize Nevada and helped administer flu and COVID vaccines to 70 seniors in the community.

Executive Director Lopez reported the Development Department has started playground redevelopment projects as well as landscaping and asphalt replacement for Essex Manor. Staff continues to work on CFP projects that will improve the safety and security systems at our Public Housing sites as well as water heater replacements at John McGraw Court.

Executive Director Lopez reported RHA’s annual Moving to Work (MTW) plan will be available for public comment in January and go to the Board for approval in March. Changes in the MTW plan will include expanding the earned income disregard from age 20 to age 22. Staff is also researching nontraditional activities where the households that graduate from our Section 8 program would still be eligible to receive services through RHA for an extended period of time, allowing them time to transition out of one the programs and into careers or other educational opportunities.

B. Update on Rental Assistance Voucher Programs / Asset Management

Rental Assistance Voucher Programs

Voucher Type	Total Voucher Allocation	Vouchers Leased as of 8/1/22	Percent Leased	Vouchers Issued Not Yet Leased
Housing Choice Voucher	2,382	2,222	93%	214
VASH	416	272	65%	55
EHV	137	50	36%	55
FYI	15	3	20%	4

Number HQS Inspections Conducted by Month	
August 2022	299

Emergency Rental Assistance (CHAP)

Funding Source	Total Funding Awarded	Total Spent to Date	Number Households Approved	Percent Funding Spent
NV Housing Division	\$10,448,554	\$9,856,530	1309	94%
Washoe County	\$6,380,855	\$6,380,855	739	100%
City of Reno	\$5,700,000	\$5,699,999	718	100%

Housing Choice Vouchers (HCV)

Description: Vouchers used by clients to lease a unit in Washoe County of their choosing. Applicants are pulled from the RHA HCV Waitlist. These vouchers also include Project Based Vouchers. The RHA has chosen to Project Base 107 of our HCV’s to assist special populations obtain housing. Of the total 107 PBV units, 95 are assigned to RHA owned properties.

Lease-Up Expectations: Although total voucher allocation is 2524, HUD has set the agency’s leasing expectation at 2382 (AKA RHA’s MTW Baseline), which is the maximum leasing expectation set by HUD when RHA signed its MTW Contract. Funds provided by HUD to support the HCV program are also used to support the agency’s MTW activities and therefore full lease up of all 2524 vouchers is not expected or suggested by HUD.

Veteran’s Affairs Supporting Housing Vouchers (VASH)

Description: Vouchers allocated by HUD with an ongoing partnership with the VA to serve homeless veterans. The VA provides case management services to participants. The VA makes direct referrals to RHA of eligible clients and the RHA provides a VASH voucher. Currently, RHA has project-based 9 of these vouchers.

Emergency Housing Vouchers (EHV)

Description: Vouchers allocated by HUD for the specific purpose of assisting homeless individuals or families or those at risk of homelessness in obtaining housing. RHA is partnering with four local agencies (Catholic Charities, Health Plan of Nevada, Washoe County Human Services-Our Place and Volunteers of America) that have experience providing services to this population. Referrals for the program must come from the regional Continuum of Care (CoC) coordinated entry system. Direct referrals are received by the RHA from the partnering agency and the RHA provides the EHV voucher.

Foster Youth to Independence Vouchers (FYI)

Description: Voucher allocated by HUD for the specific purpose of assisting foster youth aging out of the foster care system. RHA is partnering with Washoe County Human Services and Eddy House to provide referrals and case management to clients. Direct referrals are received by the RHA from the partnering agency and the RHA provides the FYI voucher.

Asset Management

- Interviewing for the Maintenance II and Groundskeeper. We hope to be able to make offers by end of next week for both positions.
- On Boarding Kristin Scott, new Director of Asset Management.
- Shutting down AC units, hose bibs and filter changes in preparation for winter.
- Establishing a checklist with goals and deadlines for Asst. Managers and Maintenance (we hope to have a final document for both positions by mid next month. Managers are to be finalized by end of this month).

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

Workforce Development

- RHA held a taxes and income planning workshop for WFD clients, in partnership with **Greater Nevada Credit Union**. November's workshop will focus on resume and cover letter writing.
- RHA hosted a post-secondary fair for residents looking to further their education, training, or career. Community partners involved include: **UNR, TMCC, Milan Institute of Cosmetology, Great Basin College, Majen Training, Unitek College, Building Construction Trades of Northern Nevada, U.S. Army, and Career College of Northern Nevada.**
- Staff currently has 16 WFD applications turned in, awaiting FSS Action Plan approval from HUD. Staff looks forward to following our 2023 recruitment plan and growing the program considerably.

Youth/Family Activities

- **Altrusa Reno/Sparks** hosted a hugely successful community outreach event for Stead Manor families in partnership with **Black Wall Street, Liberty Dental** and **Anthem**. Families were provided lunch by **Reno Gastro Project**, and were offered resources, hygiene products, cleaning supplies, and toys.
- **Reno/Sparks Gospel Mission** will host a Harvest Fest for RHA's North Valleys' families on October 30th.
- RHA staff are gearing up for the annual Halloween competition in which teams provide each family Public Housing site with a spooky event to enjoy. Teams will dress up and decorate an area for RHA youth to trick-or-treat and participate in fun activities.

Junior Ski sign ups begin November 1st for RHA youth. **Sky Tavern** has generously offered 150 scholarships this year for RHA families to enjoy. **Bobo's Ski & Board** has offered to cover gear rental for each of the 150 participants at no cost.

Elderly Services

- Staff held a flu shot/COVID vaccine clinic for RHA seniors and persons with disabilities in partnership with **Immunize Nevada** and administered over 70 vaccines to our most vulnerable.
- Staff hosted **Food Bank of Northern Nevada** for a nutrition workshop for Willie J. Wynn residents in early October. Residents learned helpful tips for eating a well-balanced meal! Staff plans to continue to offer monthly workshops to this population.
- Staff is preparing to host a Dia De Los Muertos event open to all RHA seniors.

Resident Councils

- Many resident councils are hosting a Halloween event in tandem with RHA staff to provide additional activities and opportunities for their youth.
- Staff is looking forward to holding resident council elections next month and is preparing for a celebratory lunch and training in December.

** The Authority's community partners are designated in bold within the Update on Elderly Services, Workforce Development, and youth activities headers.*

D. Update on Public Information Activities

Opportunity Knocks Magazine

- First proof back from printer, currently making edits before submitting to ED

Website Revamp

- Refining site wire diagram with Maslow Creative. Meeting nearly each week with them.

Educational Mini-Videos

- Four scripts written. Two awaiting ED approval
- Gathering b-roll (video) to roll into each video (McKenzie)

Social Media, Commercial Media, Other

Opportunity Knocks Magazine

- Awaiting second proof from printer

Website Revamp

- Finalizing site wire diagram with Maslow Creative and directors. Meeting nearly each week with them.

Educational Mini-Videos

- I still owe Hilary one script and she owes me one back with edits.

- First draft of first video is complete. Mckenzie making my suggested edits.

Social Media, Commercial Media, Other

- Continuing work on RHA 2023 calendar.
- Continuing other collateral items.
- Awaiting Safe Place signage and RHA employees to finish training. Should be able to make public announcement as soon as signs arrive from Children's Cabinet.
- Celebrity Homes Tours kick off October 26. Four tours scheduled.
- Finalizing PPT, décor, script, giveaways for NHC conference.

E. Update on Development Activities

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

- **RFP 2021- 11cnac)-** AEI Consultants. Contracts were executed March 17, 2022. Inspections are complete. Utility information is being gathered and should be complete and forwarded to AEI the week of September 26, 2022.
- **(OPS) Dick Scott Manor Project:** H & K Architects have completed approximately 90% of the design documents. Construction Documents deliverables will be October 25, 2022. The Architect will forward the final plans to Plenium Builders for the bid phase of the GMP. A final GMP will be submitted to RHA the end of November/ first week in December 2022.
- **(CF2019) Myra Birch Playground Improvements:** TNT Lawns Plus (\$40,513.00) Work began June 29, 2022. The project is substantially complete pending close-out and final payment.
- **(CF2019) Essex Manor Playground Redevelopment:** TNT Lawns Plus (\$125,313.00) The contract was awarded May 31, 2022. The Contractor has ordered long lead materials and is expected to begin construction following completion of the Myra Birch project.
- **(CF2020) John McGraw Court Water Heater Replacement:** Michael's Plumbing (\$141,909.00).
- Board approval was received at the July 2022 meeting. Michael's Plumbing is in the process of updating their enrollment in SAM.
- **(CF 2020) Essex Manor Water Heater Replacement:** Simerson Construction (\$630,081.00). The Board approved the project at the August 23, 2022, meeting. Contracts were signed and executed September 14, 2022. The Contractor is currently procuring long lead items. A notice to Proceed will be executed when all equipment has been received.
- **(CF2021) Stead Manor Concrete and Pavement Replacement:** Plans and Specifications have been completed. Advertising for bids is anticipated for September 23, 2022.

- **(CF 2021) Myra Birch Manor Video Surveillance System:** A draft copy of the development plan was distributed for review September 16, 2022. Any comments or changes will be incorporated into the drawings. Final specifications will be prepared, and the project is anticipated to be advertised for bids the last week of September 2022.

F. Update on Information Technology activities

Electronic Document Management System

- 10/18/2022: Staff continues to scan Rental Assistance files into the production environment
 - 985 out of approx. 2500 client files have been scanned
 - All files will be scanned within 1 year and 2 months at current scan rate
- 10/18/2022: Staff has scanned all Applicant files in the Admissions Department. Admissions staff continues to create new client folders directly in Laserfiche.
- 10/18/2022: Laserfiche UAT for Washoe Affordable Housing Corporation on hold due to staff turnover in IT.
- 10/18/2022: Physical file prepping and scanning into Laserfiche on hold for the Asset Management Department due to staff turnover in IT.

Yardi

- 10/12/2022: Yardi Aspire (Training Platform) implementation began. Currently creating user groups. Directors can log in and browse the training catalog.
- 10/25/2022: Yardi Voyager (PHA Software) Core financial weekly meetings begin.
- 10/26/2022: Yardi Voyager (PHA Software) 50058 weekly meetings begin.

G. Update on MTW Activities

FY 2022 Annual Report

- The FY 2022 Annual MTW Report was submitted to HUD on September 29, 2022. The report provides comparisons of actual outcomes to benchmarks set forth in the FY 2022 Annual Plan. It also provides an update on each of the ongoing activities that were approved and implemented by the agency in previous plan years.

FY 2024 Compliance Determination

- Staff began brainstorming new MTW activities for RHA's FY 2024 MTW Plan. Meetings were held with Rental Assistance, Public Housing and Workforce Development. Activities currently being implemented by RHA are also being reviewed to note any changes/amendments that need HUD approval. Once new activities are identified, data is gathered and analyzed to identify what the proposed activity's effects could be on the agency, tenants, etc. Activities under consideration include amendments to the Landlord Incentive Program and an expansion to the earned income disregard for young adults ages 18-20. Earned income disregard for

elderly households whose primary source of income is Social Security and the creation of a Local Non-Traditional activity for services only are new activities that are also being considered.

6. For Discussion and possible approval of the Letter of Intent (LOI) for the property located at 419 10th Street, Sparks Nevada (Discussion and Possible Action).

Executive Director Lopez stated the business terms of the anticipated LOI. The total sale price of \$775,000 which includes the purchase of the property, the transfer of the water rights and the Truckee Meadows Water Authority (TMWA) approval, unlimited use of the City of Sparks approved architectural drawings and construction documents, which would include but not be limited to approve related civil and utility drawings, proof of permit ready approval from the city of Sparks without any conditions. In addition, staff requests a due diligence period of 60 days during which if it is determined that the property would be unsuitable at our sole discretion, RHA would have the right to terminate the Purchase and Sale Agreement (PSA) and receive our initial deposit of \$50,000 back from the seller. At the conclusion of the due diligence period, we will provide an approval of due diligence and move forward with the sale. RHA has negotiated additional architectural services from the architect of record at the rate not to exceed \$140 per hour, staff anticipates requiring approximately 250 hours of service. This cost was already incorporated into the budget for the project.

Commissioner Schieve asked how many units would be included in the plan and asked for clarification on the due diligence period.

Executive Director Lopez reported the property plan is set for 15 units targeted toward households ranging from up to 80% of Area Median Income (AMI). There is portion of units for Project Based Vouchers (PBVs) that would serve extremely low-income households as well as a portion of units that would be at 50% of AMI. We could go up to 80% AMI under HUD guidelines. The due diligence period for doing any additional testing, reviewing their reports, and determining the suitability of the site would be for 60 days upon execution of the PSA.

Commissioner Schieve questioned the anticipated cost once RHA has completed their due diligence as well the total estimated cost to complete the project.

Executive Director Lopez reported the anticipated due diligence cost would be \$10,000. The total anticipated cost to complete the project would be approximately \$6M which would be \$400,000 per unit.

Vice Chair Aiazzi questioned the legal weight of the Letter of Intent (LOI) and what would happen if the market were to change, and the construction costs go down?

Legal Counsel Russell stated the one very binding portion of the LOI was exclusivity, binding the seller from marketing the property to anyone else. While the details of the PSA are being discussed, all timelines regarding the 60-day due diligence period don't start until there has been an executed PSA at which point, staff would be required to make the \$15,000 refundable deposit if RHA deems the property unsuitable for any reason during the due diligence period. RHA can have the intent to purchase the property for \$775,000. While staff is negotiating the terms of the PSA, if the market has gone down by 10-15% they can go back and attempt to renegotiate the price.

Vice Chair Aiazzi moved to authorize Executive Director Lopez to execute a letter of intent (LOI) with the terms as outlined and presented. Commissioner Johnson 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.

7. For Discussion only to review 2023 proposed Board meeting schedule. (Discussion)

Chairman Sullivan questioned whether the date of the 2023 Board retreat should be added to list of proposed dates or if one of the proposed dates should be converted to a Board retreat. After a brief discussion it was decided a separate date for the next Board retreat would be decided at a later date.

Vice Chair Aiazzi confirmed meetings would still take place on Tuesdays and all members agreed.

8. Additional items:

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

ii) Reports on conferences and trainings. (Discussion)

There were no conferences or trainings discussed.

iii) Old and New Business. (Discussion)

None discussed.

iv) Request for Future Agenda Topics

None discussed.

v) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time: Tuesday, September 27, 2022; Tuesday, October 25, 2022; and Tuesday, November 15, 2022. (For Possible Action)

Executive Director Lopez noted the Board retreat will be held Monday, November 7 and the next Board meeting will be held Tuesday, November 15 due to the Thanksgiving holiday. In order to give staff more time in between meetings to develop their items. Executive Director Lopez requested the November Board meeting be moved to November 29. The December meeting was scheduled to be held Tuesday, December 15 and Executive Director Lopez has requested the December meeting be moved to Tuesday, December 20.

Vice Chairman Aiazzi moved to approve the new meeting dates as requested by Executive Director Lopez. The November Board meeting will be held Tuesday, November 29. The December meeting will be held Tuesday, December 20. Commissioner Johnson 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.

9. 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.

11. Adjournment. (For Possible Action)

Vice Chairman Aiazzi motioned to adjourn the meeting. Commissioner Johnson 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 12:50 pm.