

MINUTES OF THE REGULAR MEETING  
HOUSING AUTHORITY OF THE CITY OF RENO  
BOARD OF COMMISSIONERS  
January 28, 2020

The January regular meeting of the Board of Commissioners of the Housing Authority of the City of Reno (Agency) was called to order by Chairman Scott at 12:04 pm on Tuesday, January 28, 2020 in the Agency's Board Room.

**Commissioners Present**

Dick Scott, Chairman  
Mark Sullivan, Vice Chairman  
Mayor Hillary Schieve  
Alana Dixon-McAllister  
Barbara Wilhellms

**Staff Present**

Amy Jones, Executive Director  
Jim Barnes, Legal Counsel  
Mishon Hurst, Deputy Executive Director  
April Lawson, Director of Administration  
Heidi McKendree, Director of Rental Assistance  
Brett Simerly, Director of Development  
Maribel Martinez, Director of Asset Management  
Brent Boynton, Community Outreach Coordinator  
Linda Long, Accountant  
Kathy Merrill, Executive Administrative Assistant

**Staff Absent**

Cathy Steed, Elderly Services  
Administrator

**Others Present**

Erik Novak, Praxis Consulting Group  
Dr. Hillary Lopez, Praxis Consulting Group  
Ariel Estrada-Parra, Praxis Consulting Group  
Garrett Gordon, Lewis Roca Rothgerber Christie LLP

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

- **Call to order and roll call.**
- **Receive introduction of guests.**

**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)**

It was moved by Vice Chairman Sullivan to move items 10 and 11 up to item one and to

approve the agenda posted on January 22, 2020. Commissioner Dixon-McAllister seconded the motion. Hearing no further discussion, Chairman Scott called for the question. The vote was all ayes, no nays. Chairman Scott declared the motion carried and the agenda approved.

10. **(Item 10) Consider whether to ratify the action of the Executive Director extending the due diligence period as identified in section 6.2 of the Option and Purchase and Sale Agreement of the Sarrazin Arms Apartments (541 W. 3rd Street, Reno NV 89503) up to and including January 29, 2020, an extension of three days. (For Possible Action)**
11. **(Item 11) Consider adoption of Resolution 20-01-05 RH ratifying the action of the Executive Director to extend the due diligence period as identified in section 6.2 of the Option and Purchase and Sale Agreement of the Sarrazin Arms Apartments (541 W. 3rd Street, Reno NV 89503) up to and including January 29, 2020, further extending the due diligence period up to and including February 17, 2020, and setting the closing date of the Purchase and Sale Agreement of the Sarrazin Arms Apartments to April 1, 2020. (For Possible Action)**

Commissioner Schieve disclosed the fact that she has a personal relationship with Jessica Sferrazza by the following statement; I understand she has been retained by the applicant as a consultant on the project. On this matter, I have sought guidance from our City Attorney's office. I do not have any commitments, financial ties or obligations to her in any capacity. Please accept this disclosure for the record.

As moved and approved by the Board, items ten and eleven were heard as one item.

Vice Chairman Sullivan moved to approve item 10 and Resolution 20-01-05 RH. Commissioner Wilhelms seconded the motion. Hearing no further discussion, Chairman Scott called for the question. The vote was all ayes and no nays. Chairman Scott declared the motion carried and both items on approved.

1. **Approval of the minutes of the regular Board meeting held December 17, 2019. (For Possible Action)**

It was moved by Vice Chairman Sullivan to approve the minutes of the regular Board meeting held December 17, 2019. Commissioner Dixon-McAllister seconded the motion. Hearing no further discussion, Chairman Scott called for the question. The vote was all ayes, no nays. Chairman Scott declared the motion carried and the minutes approved.

2. **Presentation of the assessment of the Rental Assistance Demonstration (RAD) Portfolio Analysis and Preliminary Recommendations from Eric Novak, Principal, Praxis Consulting Group, LLC. (Discussion)**

Eric Novak with Praxis Consulting Group presented the Rental Assistance Demonstration (RAD) Portfolio Analysis and Preliminary Recommendations to the Board. The purpose of the assessment is to review the Agency's Public Housing (PH) and private housing stock in order to understand their capital needs as HUD continues to reduce funding for subsidized housing and capital needs. There is approximately \$60 million in capital needs across the eight PH properties. HUD funding is only at \$1 million total to address such capital needs. Similar circumstances are being experienced around the country.

The Rental Assistance Demonstration (RAD) program was implemented by HUD in 2012 and offers housing authorities regulatory relief in such ways as tax credits and conventional debt to ease the capital cost burden of PH. The purpose of this exercise is to look at whether RAD would work for RHA properties, as well as its private housing stock portfolio, and to identify capital needs.

Dr. Hillary Lopez gave an overview explaining there is a backlog of deferred maintenance that needs to be addressed to preserve the PH portfolio for the long term. Federal funding for this need is not readily available. HUD is encouraging housing authorities to take a stronger look at what the RHA can do to reposition its assets to help preserve them for the long term, while still having the housing available to meet the mission of RHA. Dr. Lopez emphasized the financial health of RHA and unique position it has placed itself in as far as overall fiscal strength as an agency.

As for the RHA portfolio, the PH properties are in very good condition, well maintained with the highest priority items addressed on an annual basis. The most recent physical needs assessment identified over \$71 million in capital needs across the PH portfolio alone. Additional needs across the Agency's affordable housing portfolio and the NSP homes, further increases that dollar amount. With only \$1 million coming into the Agency in federal funds, the estimate is that it would take over 60 years to address repairs and upkeep.

RHA's non-subsidized multi-family housing properties bring in a continuous stream of non-federal revenue that can help RHA with its goals of providing additional affordable housing. Overall, RHA does a great job and is very strong in the terms of services and housing that it provides and manages, as well as its fiscal strength.

Community resources that help with affordable housing are scarce at this time creating fierce competition for the small amount of funding that is available. Senator Ratti spear-headed and was able to pass a state tax credit which will provide additional resources for projects going forward within the community. Nevada has the least amount of affordable units available for extremely low income households across the entire country.

Eric Novak recommended that RHA's PH portfolio be converted to RAD and Section 18 disposition for all properties. In this scenario, the PH property is converted to the Section 8 platform with tenants paying the same amount of rent, which is 30% of adjusted gross income. It allows housing authorities to overlay debt, tax credits, HOME funds or other funding sources that are not currently available to PH properties. HUD requires a 20-year plan to maintain the property in order to convert to RAD.

The analysis recommends John McGraw Court for a straight RAD conversion. This property is the newest and is in good condition. Novak recommends performing a RAD Physical Conditions Assessment (RPCA) to look at the conversion costs for this property.

Dr. Lopez explained the benefits of moving from the Section 9 platform to the Section 8 platform. Section 8 Payment Standards have more stable funding at the federal level allowing RHA to leverage the Project Based Rental Assistance to apply for future funding with the ability of using it for rehabilitation.

Novak stated that under RAD, if the PBV program is selected once base rents are set, they will increase every year by an "operating cost adjustment factor" (OCAF) of approximately two or three percent per year.

The operating subsidy that sits on the properties are so valuable that RHA does not want to lose that funding. The recommendation is that the RHA move that funding elsewhere, essentially taking the Rental Assistance funding and use it to build new properties. Finance programs such as the Section 8 Rental Assistance program provide such flexibility.

Novak recommends rehabilitation for Stead Manor, Essex Manor, Myra Birch Manor properties in the next six to ten years. Stead Manor and Myra Birch Manor are located in a Qualified Census Tract (QCT). It was further recommended to bundle these two properties into one finance project to save on fees associated with renovation costs.

Tom Sawyer Village and Silverada Manor are candidates for historic renovation. Under RAD, the RHA can use Historic Tax Credits to renovate properties that are over 50 years old. RHA could use bonds, 4 percent credits or Historic Tax Credits which would equate to less funding from the RHA to renovate the properties. A historic consultant would need to review the properties to determine if they would be candidates for renovation under the Historic Tax Credit program. Novak recommends determining the eligibility for the Historic Tax Credit on RHA's older properties as a priority in order to take advantage of this funding source.

Hawk View Apartments is the most distressed of RHA's properties due to the neighborhood and its structural issues. Novak recommends demolishing the property, thereby using the subsidy either at the same location after a rebuild, or at another location. This property may be able to qualify for Choice Neighbors Initiative funding.

Mineral Manor will be affected by the NDOT expansion of the Spaghetti Bowl. It was recommended to hold the property for now. This property is functionally obsolete due to its age.

Conducting a Capital Needs Assessment (CNA) is recommended for all unrestricted properties along with setting aside replacement reserves for future needs. Carville Court, Colonial Court Apartments, Silver Sage Court, D & K Horizons and Prater Way Apartments are all properties that do not have immediate capital needs at this time.

Ala Moana Apartments is a candidate for renovation under the 4% bond program. This property is located in a QCT which will boost its tax credits, while also raising \$9.5 million in tax credit equity.

Yorkshire Terrace was a nine percent tax credit project and is a candidate for recapitalization at some point. Idlewild Townhouse Apartments has capital needs but is too small to renovate as a Tax Credit project. The recommendation is to refinance the property for needed repairs.

The recommendation of the scattered site properties is to identify which properties have high maintenance and high utility costs and to dispose of those that are a financial burden. These properties are time bound due to the program they were acquired under. RHA has begun identifying properties to ready them for disposition once they are eligible under their specific program guidelines.

The RHA has a large portfolio of Section 8 Vouchers. Many housing authorities around the country are using Section 8 as a way to develop new housing and new supportive housing. RHA has 2,500 vouchers, of which only 81 are Project Based Vouchers (3.24%). The RHA is allowed, under federal rules, to project base 20 percent of its portfolio and another 10 percent, if

supportive housing is included. This can incentivize new production of affordable housing in the community.

**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 20-01-01 RH authorizing the Executive Director to modify the Organizational Plan/Staffing Chart amending the Information Systems Analyst position title to Information Systems Manager. (For Possible Action)

Executive Director Jones informed the Board that the correct title for the position will be Information Technology Manager.

- b) Consider adoption of Resolution 20-01-02 RH revising the Cell Phone Policy established by the Board of Commissioners through Resolution 16-04-01 RH which hereby removes all language referencing a stipend. (For Possible Action)
- c) Consider adoption of Resolution 20-01-03 RH approving the annual update of the Equal Opportunity Housing Plan for Section 8 Rental Assistance Programs. (For Possible Action)
- d) Consider adoption of Resolution 20-01-04 RH ratifying the Executive Director's decision to declare Tuesday, December 24, 2019 as a holiday under the Union Contract pursuant to the Executive Order issued by President Donald J. Trump on December 17, 2019. (For Possible Action)

Commissioner Wilhelms moved to approve Resolutions 20-01-01 RH through 20-01-04. Commissioner Dixon-McAllister seconded the motion. Hearing no further discussion, Chairman Scott called for the question. The vote was all ayes and no nays. Chairman Scott declared the motion carried and the Resolutions approved.

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

There were no commissioner reports.

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

For the sixth month ending December 31, 2019

**PUBLIC HOUSING**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	2,197,136	1,939,236	257,900
Expenditures	2,235,368	2,108,446	(126,922)
<b>Net Profit (loss)</b>	<b>(38,232)</b>	<b>(169,210)</b>	<b>130,978</b>

- Public Housing continues to perform better than expected due to higher than anticipated federal funding and tenant rents.

#### HOUSING CHOICE VOUCHER (S8 and MTW)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	8,652,478	8,613,191	39,287
HAP Payments to Landlords	8,170,961	8,322,128	151,167
<b><i>HAP Surplus (Deficit)</i></b>	<b><i>481,517</i></b>	<b><i>291,063</i></b>	<b><i>190,454</i></b>
Fee & Other Revenue	1,276,665	1,215,690	60,975
Expenditures	1,283,895	1,354,989	71,094
<b><i>Unrestricted Profit (Loss)</i></b>	<b><i>(7,230)</i></b>	<b><i>(139,299)</i></b>	<b><i>132,069</i></b>
<b>Net Profit (loss)</b>	<b>474,288</b>	<b>151,764</b>	<b>322,524</b>

- HCV is performing better than forecasted due to a combination of intentional cost savings combined with higher than expected Admin fee revenue.
- There was an accounting adjustment made in November in the amount of \$210k that was resolved in December and therefore reversed. Cumulative net financial impact was \$-0-

#### Neighborhood Stabilization Program (NSP)

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	540,543	542,800	(2,257)
Expenditures	306,525	353,000	46,475
<b><i>Restricted Profit (loss)</i></b>	<b><i>234,018</i></b>	<b><i>189,800</i></b>	<b><i>44,218</i></b>

Neighborhood Stabilization Program is performing 23% better than expected due to controlled costs.

#### Business Activities

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,535,604	1,532,648	2,956
Expenditures	795,271	834,199	38,928
<b><i>Unrestricted Profit (loss)</i></b>	<b><i>740,332</i></b>	<b><i>698,449</i></b>	<b><i>41,883</i></b>

- Business Activities is performing 6% better than budget due to controlled costs.

**WASHOE AFFORDABLE HOUSING (WAHC)**

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	11,330,442	12,000,000	(669,559)
HAP Payments to Landlords	11,330,442	12,000,000	669,559
<i>HAP Surplus (Deficit)</i>	-	-	-
Admin and Fee Revenue	424,502	414,620	9,882
Expenditures	340,024	389,752	49,728
<i>Unrestricted Profit (Loss)</i>	<b>84,478</b>	<b>24,868</b>	<b>59,610</b>
<b>Net compared to budget</b>	<b>84,478</b>	<b>24,868</b>	<b>59,610</b>

- Washoe Affordable continues to operate in excess of budget due to timing. This is due to the fact that Homeless Prevention Payments now have a monthly cap in place which are for future months.

**COCC**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	949,103	979,922	(30,819)
Expenditures	932,043	978,752	46,709
<b>Net compared to budget</b>	<b>17,060</b>	<b>1,170</b>	<b>15,890</b>

- COCC is operating at a slight profit. While they were expected to operate very near "break-even", purposeful cost savings measure have helped them become slightly profitable for the 6 months.

**ENTITY-WIDE TOTALS**

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	19,982,920	20,613,191	(630,272)
HAP Payments to Landlords	19,501,402	20,322,128	820,726
<i>HAP Surplus (Deficit)</i>	<i>481,517</i>	<i>291,063</i>	<i>190,454</i>
Fee & Other Revenue	6,923,553	6,624,916	298,637
Expenditures	5,893,126	6,019,138	126,012
<i>Unrestricted Profit (Loss)</i>	<i>1,030,427</i>	<i>605,778</i>	<i>424,649</i>
<b>Net Profit (loss)</b>	<b>1,511,945</b>	<b>896,841</b>	<b>615,104</b>

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

Director of Asset Management Martinez reported a REAC inspection was conducted on Stead Manor on November 14, 2019. Staff did an outstanding job in preparing the site for the inspection. Stead Manor's score was 97 which pushes the next REAC inspection for this property out three years. REAC inspections for the remaining seven PH sites will be scheduled sometime late summer, early fall of this year. In preparation, staff will begin conducting preliminary inspections at all sites in the coming months.

Director of Development Simerly reported the boiler project at Silverada Manor is substantially complete with final work items and close out docs being complete. Plans and specs for Tom Sawyer angle stop replacement have been developed. The project went out to bid last Friday. The replacement is for all angle stops on the Tom Sawyer property including the community building. Staff is currently preparing plans and specs for the replacement of all sewer waste lines at Myra Birch. These projects are funded through Capital Funds. Staff is preparing plans and specs for Silverada electrical systems upgrade.

**A. Update on MTW Activities**

- Staff is proposing the following new MTW Activities: sponsor-based subsidy to assist the Eddy House with operating costs of the new homeless youth shelter; workforce development apprenticeship program; and use of reserves for development.
- Staff continues to report MTW related expenditures monthly to HUD for reimbursement.

**B. Update on Housing Choice Voucher Program / Public Housing**

Housing Choice Voucher Program – Heidi McKendree

- Total Voucher Allocation: 2519
- MTW Baseline: 2382

- HUD VASH Allocation: 303 (new allocation of 15 vouchers will be effective 2/1/20)
- Housing Choice/Project Based Vouchers issued and leased – 2187
- Housing Choice/Project Based Vouchers issued and shopping – 204
- HUD VASH Vouchers currently issued and leased – 240
- HUD VASH Vouchers currently issued and shopping – 34
- New clients briefed in Choose an item 2020 – 29
- Housing Quality Standards inspections conducted in Choose an item 2020 – 210

### **Public Housing – Maribel Martinez**

- Public Housing ended the month of Choose an item leased at 98%
- Maintenance staff is winterizing the complexes in preparation of inclement weather
- We have interviewed for the two vacant Maintenance I positions
- Planning and preparation has begun for the upcoming REAC inspections at seven of PH sites

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

#### **Workforce Development**

- The WFD Coordinators continue working one on one with participants from the Public Housing and Housing Choice Voucher programs in identifying goals and overcoming barriers.
- Several workshops are being offered to our participants including financial literacy, budgeting, time management, stress management, and more.
- The Coordinators are also increasing the types of service we can provide to our participants including financial literacy workshops, community service options, legal resources, and more

#### **Youth Activities**

- RHA has hired a new Youth Coordinator. She is becoming more familiar with the programs RHA currently offers as well as developing new programs.
- Junior Ski started the second week of January. RHA has a total of 60 youth and adults participating or volunteering each week.
- Staff has begun preparations for summer camp and will begin recruitment soon.

#### **Elderly Services**

- The Elderly Services Administrator continues to work with all senior Public Housing (PH) residents and Housing Choice Voucher (HCV) seniors as needed
- The Reno-Sparks Gospel Mission served 129 Seniors and their families during the annual Christmas Dinner on December 25<sup>th</sup> at the Silverada Clubhouse. Volunteers delivered a traditional turkey meal to 35 of our homebound residents.
- The Elderly Services Administrator and the Workforce Development Specialists are currently planning a Senior Health Day within the next few months to provide necessary health information to senior residents.

### **D. Update on Community Outreach Coordinator**

- **Media:** Bike giveaway: Community Outreach sent media advisories about the surprise bicycle giveaway planned by the Reno Bike Project. The Bike Project gave winning artists of our holiday card contest plus 15 other RHA children bicycles and helmets for Christmas. At the card party on December 19, all three main television stations sent videographers to the surprise event, showing lucky kids choosing their bikes with the help of RHA staffers.

- **Presentations:** Brent created a separate PowerPoint slide show and presented it to seniors at the main OLLI campus on Moana on December 9 and to seniors at the Redfield Campus on December 13.
- **Moving To Work:** Community Involvement worked with Moving to Work Coordinator Kim Anhalt to create some wording for the introduction to the RHA Moving to Work Plan to be submitted to HUD.
- **Photography:** Community Outreach assisted in photography of the holiday card presentation/bicycle giveaway on December 19 and photographed the Christmas dinner catered by the Reno-Sparks Gospel Mission on Christmas Day. Brent continues to photograph construction progress on the Willie J. Wynn Apartments.
- **Website Updates:** Community Outreach has created new main-page slider entries for the RHA home page, including: Thanksgiving at Silverada Manor, Christmas at Silverada Manor, the Reno Bike Project bike giveaway for RHA holiday card artists, and a thank-you note for the Construction Leadership Council of the Associated General Contractors, thanking them for their Christmas gifts to RHA 90-plus residents.
- **Newsletter:** Community Outreach provided content for the RHA's January newsletter about the census, summer camp (to generate interest for this year's camp) and our new Youth Workforce Development Coordinator, Cori Fisher.

#### E. Update on Modernization Activities

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

- (CF 2017) **Silverada Manor Boiler Replacement:** Bids were received March 22, 2019 and Brown & Read was chosen with a total project cost of \$420,000.00. This project is substantially complete and the contractor is currently addressing final punch list items and preparing close out documents.
- (CF 2018) **Tom Sawyer Angle Stop Replacement Project:** Internal planning and design work continue. Plans and specifications have been developed and an internal project document review meeting scheduled. This project is anticipated to advertise late January 2020 and be completed mid to late April.
- (CF2018) **Myra Birch Sewer Line Replacement Project:** Internal planning and design work continue. Preliminary plans and specifications have been developed, with site verifications currently being performed. This project is anticipated to advertise mid-February 2020 and be completed mid to late May.
- (CF2018) **Silverada Electrical System Upgrades Project:** Internal planning and design work for this project has begun with site inspections and data collection currently being performed. This project is anticipated to advertise mid-February 2020 and be completed late May.
- (2018/2019) **Mineral Manor/Hawk View/Essex Manor/McGraw Court Concrete Replacement Project:** Bids were received October 4, 2019 and Dynamic Concrete Cutting, LLC was chosen with a total project cost of \$195,950.00. Dynamic Concrete has removed and replaced concrete at Essex Manor and Hawk View Apartments and is currently working on John McGraw Court.
- (2018/2019) **Mineral Manor/Tom Sawyer/Silverada/Hawkview/Essex/McGraw Court Asphalt Replacement Project:** This contract advertised January 13, 2020 with a job walk scheduled for January 29, 2020 and bids due February 14, 2020. This project is anticipated to begin mid to late April depending on material availability.

- (OPS) **Mineral Manor 940 Fluorite Burn Unit:** Bids were received August 2, 2019 and Advance Installation, Inc. was chosen with a total project cost of \$128,292.00. The contractor has completed all punch list items and is currently preparing the project's close out documents. RHA staff is currently completing work to prepare the unit for tenant occupancy.
- (OPS) **1245/1247 Carville Court Foundation Repairs:** One bid was received October 11, 2019 from Advanced Installation, Inc. for a total of \$273,700.00. After analyzing the cost comparison for repairing versus replacing the structure, it has been decided to move forward with contracting out the structural repairs only and completing all other items internally.
- (OPS) **2425 Tom Sawyer #B Tub Surround Mold Abatement:** This contract advertised January 7, 2020 with a job walk scheduled for January 13, 2020 and bids due January 21, 2020. This project is anticipated to be completed late January 2020.
- (OPS) **Hawk View Sound/Retaining Wall Repairs:** Internal planning and design work continue and this project is scheduled to advertise late January 2020. Repairs to the structure are anticipated to begin early February 2020.
- (Service Contract) **Vacancy Painting at Public Housing and Non-Public Housing Locations:** Bids were received January 10, 2020 and SCK Painting and Drywall was chosen. Contract signing has been scheduled for January 24, 2020.
- **Willie J. Wynn Apartment Project:** Second floor framing is complete and the roof is finished. The contractor continues to install the buildings mechanical equipment, electrical, plumbing and has started interior insulation and drywall. When weather permits, stucco will be applied to the exterior of the structure. Above ground utilities have been relocated to the newly installed underground conduits and the utility poles have been removed.

#### F. Update on other Agency activities

- WAHC continues to work with Silver Terrace and Centennial Park Apartments regarding community concerns with management and crime on the property. WAHC continues to facilitate monthly calls with the management company and HUD staff to resolve the concerns. The property is in the process of being sold and working with HUD to transfer the HAP contract. Tentatively, the closing of the sale is planned for January 2020.
- HUD has extended the contract with WAHC for an additional 16 months, through January 31, 2021. HUD has increased the number of MORs conducted based on a risk-based approach. WAHC will assess the portfolio and workload to create the MOR schedule for the upcoming months.
- During a recent PHADA conference call, the PBCA contract rebid was discussed. PHADA staff attended a meeting with HUD staff where a statewide approach was discussed; however, the contract could only be awarded to a PHA or HFA that had statewide jurisdiction. RHA opposes this approach due to the fact WAHC does not have statewide jurisdiction.
- The Finance Department continues to work with Clifton, Larson, Allen in completing the Agency's audit
- The RHA received notification from HUD requesting the RHA submit a formal application for an additional 15 HUD VASH vouchers. HUD requires a letter of support from the local VA before the RHA can submit our interest.

- RHA staff is working with Northern Nevada Community Housing (NNCH) on a rehab project of Joseph's Inn, a Moderate Rehabilitation SRO voucher property. RHA provides the vouchers to this project. The owner, along with HUD guidance has decided to convert the property to RAD.
- Councilman Delgado held a community meeting at Traner Middle School regarding the safety improvements that are planned for East Ninth Street and the surrounding community on Tuesday, December 10, 2019. The Executive Director attended this meeting.
- Jacobs Entertainment has exercised their option to purchase the Sarrazin Arms Apartments. Escrow has been opened and the due diligence process has started. The appraisal process is moving forward. The future of the property and residents is being discussed.
- The Associated General Contractors (AGC) generously donated Christmas gifts to the RHA's 90+ Club members and RHA staff delivered the gifts
- The AGC Poker Tournament raised approximately \$8500 toward the McGraw Gazebo project
- Staff toured the ACE Charter High School exploring possible partnerships and recruitment of RHA youth

## **G. Strategic Plan**

- The NSP2 Plan amendment has been submitted to HUD for approval. This amendment will allow the RHA to use the program income from the NSP program for new construction, with a possible use of the funds to develop the 8th Street property.
- Praxis provided the draft plan of the portfolio assessment of the RHA properties. The final document is being completed now.
- **Willie J. Wynn Apartments**
  - RHA continues to work with Praxis on the development of the Willie J. Wynn Apartments
  - Q & D continues the site work for the Willie J. Wynn Apartments. The first and second floor of the building has been framed and dried in
  - Staff is preparing for to opening the Willie J. Wynn waitlist
- **Development and Land**
  - Development of Sutro – In process
  - 8th Street - Pending
  - Land Trust/ Property Acquisition/ Disposal – Staff is continually looking for opportunities that meet the agencies and community needs. Development Subcommittee pending
  - Rental Assistance Demonstration (RAD) Program/ NDOT Mineral Manor- portfolio assessment report finalization pending
- **Finance**
  - Current financial status, business operations
  - Resources / Expansion
  - New Funding Sources – Pending – MTW plan 2021 activity for development

- **Overall Health of the Organization**

- Staff Satisfaction - ongoing: employee barbeque, 75th Anniversary staff appreciation, volunteering events, ongoing
- Quarterly staff surveys
- Staff Succession Plan
- PHAS Scores

- **Communications**

- Plan - Public and Internal
  - Outreach – ongoing; meetings conducted for local government, community partners; rotary
  - Media – ongoing; increased media coverage for RHA sponsored events; RHA staff are contacted as content experts in the field for interviews and to expand awareness
  - Community Education ongoing; meetings conducted for local government, community partners; rotary
  - Expand- information provided on website and updated; creating social media page

- **Sarrazin Arms – Tenant Strategy**

- Staff is working with Jacobs Entertainment staff on the pending sale of the Sarrazin Arms and his future plans with the property
- Option to Purchase amendment will be presented to the Board

- **Moving to Work Activities**

- Promote Self Sufficiency – Workforce Development Program; creation of the Apprenticeship program
- Opportunity Rents
- Increased Payment Standards
- Landlord Incentives - ongoing
- Create Activities to Address Community Needs – Sponsor based subsidy partnership; use of reserves for future development in 2021 MTW plan

- **Government Affairs**

- Public / Private Partnerships
  - Programs – ongoing
- Develop Metrics to Measure success

**7. 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 Barnes reported Legal Counsel Zeh will report on work performed the previous period at next month’s regular meeting.

8. **Establish the committee structure for the newly minted RHA Development Committee. The Board will consider establishing the protocol for: size of the committee such as membership of 5-9 members, whether the Board appoints the first chairman, whether the Board appoints successor chairmen, the term of office for the chairman, what are the removal requirements for replacing the chairman, whether the Board should be involved in the removal and replacement of the chairman, who appoints the chairman upon expiration of the chair[s] term, grounds for removal of the chairman, the term of office for committee members, whether the terms are staggered, whether the Board appoints members to fill vacancies in unexpired terms, whether the Board appoints members as terms expire, whether the Board should require the committee to meet a minimum number of times per year, such as a minimum of 3 meetings a calendar year, establishing the reporting requirements to the Board, quorum requirements for committee action, such as a majority or two thirds, whether the committee can by vote remove a committee member and whether removal is subject to appeal to the Board, with the overarching understanding that the committee sits and exists at the pleasure of the Board. Upon resolution of these issues, the Board may move to the appointment of committee members, or in the alternative, remand this to Board legal counsel to provide the Board structure, for review and approval of the Board. (For possible action)**

Commissioner Schieve recommended that each Board member recommend one committee member for a total of five members. It was further recommended that the committee members understand development and finance.

The RHA Board of Commissioners are to appoint the first Chairperson. All candidates would apply through the City of Reno. Committee member term is to be one year and rotate every year. The requirement for removal would fall as the same criteria as the City of Reno Boards. Any concerns with committee members that may arise will be reviewed by the RHA Board. This committee would stand as a one-year pilot, ad hoc committee, to meet monthly or bi-monthly. The RHA Board will assess the value of the committee after one year. Once initial committee members are selected, goals of committee will be established and set upon the review of the RHA Board. Meeting minutes will be warranted and required to be distributed to the RHA Board of Commissioners. Staff to attend the committee meetings initially would consist of the Executive Director and the Director of Finance. Any necessary discipline of committee members would model after the City of Reno committee standards and procedures. This committee will serve at the pleasure of the RHA Board. All interested parties will be required to apply through the City of Reno. The City of Reno will be the steward of such applications who will also then publish vacancies as they occur.

At the next regular meeting, the Executive Director will provide a committee structure based on the number of members and criteria once further information is gathered from the City of Reno. RHA Board member will provide initial committee member names for next month's meeting. All Board members agreed.

9. **Discussion and potential appointment of members to the RHA Development Committee established by motion at the December 17, 2019 Board of Commissioners regular meeting. (For Possible Action)**

Discussed during item 8.

## 12. Additional items:

- i) General matters of concern to Board Members regarding matters not appearing on the Agenda. (Discussion)  
There were no other matters of concern.
- 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: February 25, 2020; March 24, 2020 and April 28, 2020. (For Possible Action)

## 13. 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 to comment.

## 14. Adjournment. (For Possible Action)

Commissioner Wilhelms moved to adjourn the meeting. Vice Chairman Sullivan seconded the motion. Hearing no further discussion, Chairman Scott called for the question. The vote was all ayes and no nays. Chairman Scott declared the motion carried and the meeting adjourned at 1:36 pm.