

MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
November 17, 2020

The November 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 12:06 pm on Tuesday, November 17, 2020. 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
Dave Aiazzi
Barbara Wilhelms

Commissioners Absent

Dick Scott, Vice Chairman

Staff Present

Amy Jones, Executive Director
Chuck Zeh, Legal Counsel
Mishon Hurst, Deputy Executive Director
Heidi McKendree, Director of Rental Assistance
Maribel Martinez, Director of Asset Management
Matt Robinson, Director of Development
Ryan Aeschlimann, Director of Administration
Cathy Steed, Elderly Services Administrator
Linda Long, Accountant
Brenda Freestone, WAHC Contract Administrator
Samantha Arellano, IT Manager
Kathy Merrill, Executive Administrative Assistant

Staff Absent

Brent Boynton, Community Outreach
Coordinator

Others Present

Arlo Stockham, Acting Assistant Manager for the City of Reno
Johanna O'Neal, resident

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 hold public comment after approval of the agenda, as well as move items 7 and 8 up to be heard as the first items of the meeting, thereafter motioning to approve the agenda posted on November 12, 2020 as stipulated. Commissioner Aiazzi 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 with modifications as indicated.

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.

Arlo Stockham spoke in gratitude to the Reno Housing Authority (RHA) in working with the City on the proposed project. COVID-19 has had a tremendous impact on people and their ability to afford housing. The City has been seeing a rapid increase in the homeless population. The City has CARES Act funding available to mitigate the impact. The item before the Board today is complex, consisting of a purchase agreement to create and build the Nevada CARES Campus. The City is working with the owners of the Wells Cargo property, as well as the state of Nevada's Governor's Bowl to purchase these parcels for development of a homeless campus with a shelter and services, as well as an affordable housing property. The City of Reno and the City of Sparks, along with Washoe County will be hearing this item tomorrow to authorize approximately \$17 million in CARES Act funding to go toward this combined acquisition and development of a suitably sized shelter with sufficient land left over for wrap around services, transitional housing, etc. This is a unique opportunity. The CARES Act money goes away on December 30, 2020 and has to be returned if not spent. We have an opportunity to enhance our partnership, in addition to the RHA acquiring a very good affordable housing property. The City will be contributing a significant sum of Community Development Block Grant (CDBG) money toward the housing component to assist the RHA. The shelter component will be funded with the CARES Act funding. The goal is to purchase the property, close early December, develop a shelter in December and January to have a suitable and safe site for people to shelter and for other wrap around services. The RHA's role is a critical piece.

Commissioner Aiazzi asked Mr. Stockham for the total price of the property at this time. Mr. Stockham indicated that the cost is \$11.5 million. In addition to that, the City's budget includes \$220,000 for associated closing costs, appraisals, property reconfiguration and related actions. The City is requesting a net \$4 million from the RHA. The remaining funding will come through CARES Act funding and CDBG contributions. The total project is \$17 million which includes the acquisition, as well as construction of the property. The RHA's \$4 million is separate and simply for the shelter site, half of Wells Cargo and the Governor's Bowl property and for development of the property.

- 7. Closed Session: Partnership agreement with the City of Reno and a purchase agreement to purchase two parcels, APN 008-211-46 and APN 008-211-43. Closed session to deliberate whether to enter into a partnership agreement with the City of Reno and to purchase two parcels, APN 008-211-46 and APN 008-211-43, totaling 4.75 acres, identified in exhibit 201105-A. No action may be taken on this item during the closed session, but the Board may deliberate in private concerning the partnership agreement with the City of Reno and the purchase of the two parcels being placed on the table as well as to consider possible options that might be available to the RHA as possible counter proposals.**

Commissioner Aiazzi moved to go into closed session of the Reno Housing Authority's Board of Commissioners meeting at 12:16 pm. Commissioner Wilhelms seconded. Hearing no further discussion, Chairman Sullivan called for the question. The vote was all ayes, no nays. Chairman Sullivan declared the motion carried.

8. **Open Session: Partnership agreement with the City of Reno and a purchase agreement to purchase two parcels, APN 008-211-46 and APN 008-211-43. Open session to discuss the partnership agreement with the City of Reno and a purchase agreement to purchase two parcels, APN 008-211-46 and APN 008-211-43. Direction to staff may include, but not limited to, authorizing the Executive Director, with legal counsel to enter into a negotiation with the City of Reno to exercise their efforts to secure the best agreement in this proposed transition with the City of Reno for the acquisition of the aforementioned parcels to be brought back to the Board. The Board will then in turn consider whether to approve the transaction/agreement as negotiated and presented, offer amendments to the partnership agreement or reject the partnership agreement altogether. The Board may, in the alternative, set the terms of the transaction and direct the Executive Director and legal counsel to reach an agreement with the City consistent with the terms set by the Board, or in the third alternative, if available from the City, consider the terms and conditions of an offer from the City, to accept, reject or counter the same, or in the fourth alternative, the Board could consider whether to table this item for consideration at a later date. (For Possible Action)**

Open session of the Reno Housing Authority's Board meeting was called by Chairman Sullivan at 12:58 pm. All Board members previously present were confirmed in attendance by Executive Director Jones. No action was taken during the closed session of the meeting.

Executive Director Jones opened the discussion regarding the partnership agreement with the City of Reno and the purchase agreement to purchase two parcels APN 008-211-46 and APN 008-211-43 as per the agenda. The City of Reno (City) as presented by the Acting Assistant Manager for the City of Reno, Arlo Stockham, would like to partner with the RHA in the purchase of these two parcels. The City is looking at moving the shelter and partnering with the RHA to build affordable housing to support the shelter and the community, as well as filling the need for more affordable housing with a focus on transitional housing, which is a tiered approach to support the community.

Commissioner Aiazzi supported going forward with this opportunity stating it is a good path for the RHA in that it addresses a housing void in the community.

Commissioner Schieve was complementary to Acting Assistant Manager for the City of Reno Stockham and to Executive Director Jones for their quick action in response to this opportunity. She also thanked the Board for their support as this will provide housing for the community's most vulnerable population, understanding that the RHA will provide a unique housing opportunity to the community in this effort.

Chairman Sullivan also was in support of the project as an excellent opportunity for the RHA to fill the community's transitional housing need.

Chairman Sullivan moved to continue this item to a special Board meeting scheduled for November 24, 2020 at 12:00 pm to allow staff and the parties additional time to finalize details of the partnership agreement and the purchase agreement to purchase the two parcels APN 008-211-46 and APN 008-211-43. Commissioner Wilhelms 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 motion approved.

1. **Approval of the minutes of the regular Board meeting and the annual Board meeting held October 27, 2020. (For Possible Action)**

It was moved by Commissioner Aiazzi to approve the minutes of the regular Board meeting held on October 27, 2020. Commissioner Wilhelms seconded the motion. Hearing no further discussion, Chairman Sullivan called for the question. The vote was all ayes, no nays with Chairman Scott abstaining. 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 20-11-01 RH authorizing the Executive Director to modify the Organizational Plan/Staffing chart thereby adding an IT Network Administrator position. (For Possible Action)
- b) Consider adoption of Resolution 20-11-02 RH revising the Authority’s Check Signature Authorization Policy. (For Possible Action)
- c) Consider adoption of Resolution 20-11-03 RH authorizing the Executive Director to implement the Reno Housing Authority Telecommuting Policy. (For Possible Action)
- d) Consider adoption of Resolution 20-11-04 RH to adopt a set of bylaws for the governess of the Development committee. (For Possible Action)

Commissioner Aiazzi motioned to hear item 2d as its own item thereafter approving Resolutions 20-11-01 RH through 20-11-03 RH. Commissioner Wilhelms 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 stated resolutions approved.

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

There were no commissioner reports.

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

**ENTITY-WIDE FINANCIAL REPORT
FOR THE 4 MONTHS ENDED OCTOBER 31, 2020**

PUBLIC HOUSING

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,358,149	1,369,752	(11,603)
Expenditures	1,401,671	1,589,429	187,758
Net Profit (loss)	(43,522)	(219,677)	176,155

We received \$195,525 of the additional operating subsidy funds for COVID-19.

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

HOUSING CHOICE VOUCHER (S8 and MTW)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	13,624,712	5,714,138	7,910,574
HAP Payments to Landlords	7,028,824	4,988,112	(2,040,712)
<i>HAP Surplus (Deficit)</i>	<i>6,595,888</i>	<i>726,026</i>	<i>5,869,862</i>
Fee & Other Revenue	2,231,114	574,132	1,656,982
Expenditures	1,009,041	1,158,344	149,303
<i>Unrestricted Profit (Loss)</i>	<i>1,222,073</i>	<i>(584,212)</i>	<i>1,806,285</i>
Net Profit (loss)	7,817,962	141,814	7,676,148

Additional COVID-19 administration fees of \$515,690 were received in August.

Fee & Other Revenue reflects the CHAP rental assistance the RHA received from the City of Reno City of Sparks and Nevada Housing Division.

MTW Activity for rent revenue lost is \$415,280.00 which is reimbursable through MTW and be reflected in future months.

Neighborhood Stabilization Program (NSP)

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	375,220	369,141	6,079
Expenditures	206,319	215,375	9,056
<i>Restricted Profit (loss)</i>	<i>168,901</i>	<i>153,766</i>	<i>15,135</i>

Business Activities

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,015,509	1,042,525	(27,016)
Expenditures	588,222	432,862	(155,360)
<i>Unrestricted Profit (loss)</i>	<i>427,287</i>	<i>609,663</i>	<i>(182,376)</i>

Vacancies at Sarrazin reflecting lower revenue.

WASHOE AFFORDABLE HOUSING (WAHC)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	8,574,603	7,553,627	1,020,976
HAP Payments to Landlords	8,574,603	7,553,627	(1,020,976)
<i>HAP Surplus (Deficit)</i>	-	-	-
Admin and Fee Revenue	275,026	223,338	51,688
Expenditures	246,529	243,217	(3,312)
<i>Unrestricted Profit (Loss)</i>	28,496	(19,879)	48,375
Net compared to budget	28,496	(19,879)	48,375

FY21 Budget Homeless Prevention Program is included and this program has not resumed.

Actual revenue and expenses were budgeted low and will need to be reforecasted to reflect actual figures.

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

COCC

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	663,360	768,663	(105,303)
Expenditures	605,960	708,081	102,121
Net compared to budget	57,400	60,582	(3,182)

ENTITY-WIDE TOTALS

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	22,199,315	13,267,765	8,931,550
HAP Payments to Landlords	15,603,426	12,541,739	(3,061,687)
<i>HAP Surplus (Deficit)</i>	6,595,888	726,026	5,869,862
Fee & Other Revenue	5,918,377	4,347,551	1,570,826
Expenditures	4,057,743	4,347,308	289,565
<i>Unrestricted Profit (Loss)</i>	1,860,635	243	1,860,392
Net Profit (loss)	8,456,523	726,269	7,730,254

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

Executive Director Jones informed the Board that due to the governor's most recent press conference regarding the increased spread of the COVID-19 virus, RHA is implementing a split work from home and in office schedule including fulltime 40 hours per week where staff will split their work schedule between home and the office. The computer equipment purchased with the CARES Act funding is assisting staff with this temporary work model. This split schedule will be instituted for at least the next three weeks.

Executive Director Jones commended the CARES Act temporary rental assistance programs staff, as well as RHA staff on processing all of the particularities of the different programs. At this time, funding spent from all programs totals over \$3.3 million. City of Sparks CDBG \$402,622 has been fully exhausted. Staff is now paying out applicants from the City of Sparks and State funding programs. Staff does anticipate not being able to distribute all of the funding from the State and City of Sparks due to the expiration of the programs on December 31, 2020.

Commissioner Schieve showed concern for the money that may be left on the table and asked that the staff be lenient in order to get the money to every single person possible.

Executive Director Jones indicated an attestation form has been implemented in order to accelerate applications to serve more persons in need. The criteria for applicants has been established through the State, in which the City of Sparks and City of Reno have mirrored their criteria after.

Chairman Sullivan voiced his concern over the fact of not being able to allocate the full funding that is available through the programs, ensuring that the process staff is following is streamlined to provide the best opportunity to allocate the money to applicants.

Rental Assistance Director McKendree assured the Board that staff has honed in the application process adhering to the guidelines in order to be compliant with the programs. Clark County and Nevada Rural Housing Authority are also experiencing similar challenges in distributing their full funding.

Commissioner Schieve left the meeting.

Executive Director Jones reported that due to COVID-19, staff has altered their standard Thanksgiving meal service reserved for RHA seniors from serving the seniors in the community room to distributing individual meals to them. This opportunity became possible through a generous grant from the City of Reno. The Junior Ski Program has been filled with additional youth placed on a waiting list. Chairman Sullivan and Commissioner Aiazzi directed staff to find means to cover the costs for all youth on the wait list.

A. Update on MTW Activities

- Due to the COVID 19 pandemic, RHA staff reviewed our current MTW activity to simplify rent calculations and implemented an amendment that would expand upon these exclusions and allow for any increase in household income between now and December 31, 2020 to be excluded. Follow up notifications will be going out to residents this month.
- Staff has been working with the Eddy House on monthly invoicing of beds occupied.
- Staff continues to report MTW related expenditures monthly to HUD for reimbursement.
- Staff is beginning to work on the upcoming FY2022 plan.

Update on Housing Choice Voucher Program / Asset Management

Housing Choice Voucher Program – Heidi McKendree

- Total Voucher Allocation: 2523
- MTW Baseline: 2382
- HUD VASH Allocation: 318
- Housing Choice/Project Based Vouchers issued and leased – 2246
- Housing Choice/Project Based Vouchers issued and shopping – 91
- HUD VASH Vouchers currently issued and leased – 227
- HUD VASH Vouchers currently issued and shopping – 25
- New clients briefed in October 2020 – 21
- Housing Quality Standards inspections conducted in October 2020 – 300

Public Housing – Maribel Martinez

- Public Housing ended the month of October leased at 98%.
- Unfortunately, Public Housing has been hit hard with COVID19 exposures both with employees and residents. We are working to keep everyone safe while addressing maintenance issues.
- Maintenance and management continue to work together to clean up work orders in preparation for the new work order touch system implementation. Maintenance staff has had the opportunity to familiarize themselves with the new work order touch system and will be provided additional opportunities.
- Due to the rise in COVID19 cases in the Washoe County area, management will continue to see residents by appointment only.
- We will be interviewing for maintenance I positions.

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

Elderly Services

- RHA has been granted a \$5,000 grant to provide Thanksgiving meals to residents at our senior and disabled sites. The “grab-and-go” meals will be catered by Famous Dave’s and will be available for pick up in community rooms the Wednesday before Thanksgiving.
- RHA staff is working internally to plan for the annual “Santa for Seniors” with COVID precautions. Several community partners have reached out offering to donate to our senior residents this season.
- RHA staff continues to facilitate grocery donations from multiple community partners.

Resident Services

- The Workforce Development (WFD) Coordinator continues recruitment of new participants into the traditional FSS program.
- The WFD Coordinator is also establishing new virtual workshops to assist participants in completing their goals. All meetings and workshops continue to be virtual in order maintain social distancing.

Youth Activities

- The Junior Ski program is currently full with 75 registered participants and has a waitlist of 35. All participants will get to ski or snowboard this season at Sky Tavern with gear included free of cost.

- The 10 winning holiday cards have been chosen and are officially ordered. Recipients will be receiving their pack of cards in the coming weeks.
- RHA staff split up between the five family Public Housing sites to participate in a “reverse” Trick-or-Treat event, where staff knocked on household doors and handed out pre-packed candy to RHA youth for a safe Halloween treat.
- RHA staff is working with families that are in need of holiday gift assistance to ensure all applications are turned in on time for assistance programs such as Toys for Tots, Angel Tree, and Catholic Charities.

D. Update on Community Outreach Coordinator

Social Media

- Community Outreach has created regular posts for the RHA Facebook page and has responded to sporadic comments that usually take the form of personal inquiries.

Videography

- Community Outreach has met with Admissions to create an outline for an online pre-occupancy video. Major points and flow have been determined and a graphics template created.

Website

- Community Outreach has met with Admissions to create an outline for an online pre-occupancy video. Major points and flow have been determined and a graphics template created.

Photography

- Community Outreach has continued to photograph RHA’s socially distanced employee events. Community Outreach proposed a “reverse’ trick-or-treat approach to Halloween for the year. Costumed RHA employees presented pre-packaged candy for children at RHA family sites on October 29.

Outreach

- The Nevada Housing Coalition held an online Housing Summit October 28-30. Brent participated and represented the RHA in the “speed dating” presentation in which housing agencies, nonprofits and social services agencies got better acquainted with each other’s offerings. Community has also represented the RHA at Family Stability Pilot project meetings.

E. Update on Modernization Activities

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

- **(CF2018) Myra Birch Sewer Line Replacement Project:** Simerson Construction was awarded the contract in the amount of \$52,690. Work began on August 25, 2020 and is now complete pending change order work requested by RHA. (12 toilet flange replacements). Update: Change order work is now complete. Project closed out.
- **(CF2019) Silverada Manor - Breaker Replacement Project:** Triumph Electric was awarded the contract in the amount of \$19,700. A change order in the amount of \$5,072.19 was added to this contract to provide critical units with electricity during this project. New project total of \$24,772.19. Project to begin November 12, 2020.
- **(CF2019) Silverada Water Shut-Off Valves:** An Invitation for Bid (IFB/ITB) was advertised from September 9 through October 9, with only one interested contractor (Michael’s Plumbing) to replace old water isolation valves with new curb-stop isolation valves, risers, and Christy boxes. Contract was signed November 5, 2020. Schedule to be provided from contactor.

- **(OPS) 2425 Tom Sawyer #B Flooring Installation:** All Eagle, LLC was awarded the Asbestos abatement portion of this project in the amount of \$1,344.00 and has successfully removed the Asbestos Containing Materials (ACM) from the VCT flooring. Contract Flooring was awarded the flooring installation portion of this project in the amount of \$2,480.00 and is now complete and returned to maintenance as of October 26, 2020.
- **(OPS) 880 Fluorite ADA Shower Project:** Gilliam Construction was awarded the contract in the amount of \$7,100.00. Bed bug remediation delayed this project and has now been scheduled to begin October 19, 2020. Update: Mold and extensive wood rot was discovered. Tenant has been relocated, demo and mold abatement has begun, new wall re-enforcement to be installed and encapsulated, and new shower enclosure tile to be installed. Gilliam has provided a change order to the proposal in the amount of \$15,730.00 with a new grand total of \$22,830.00.
- **(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 in the amount of \$9,400. The reconnaissance and needed survey work is currently in progress and is now at 50% completion.
- **(N/A) 1035 8th Street Property** – Is in conception and will be able to provide more details in the coming months.
- **(N/A) Horizon Hills** – An Architectural RFQ was advertised on September 9, and has closed as of October 9, with two architectural firms interested in this project. (Frame Architecture & H + K Architects). Architect Interviews are scheduled for November 12, 2020.

F. Update on other Agency activities

- The Homeless Prevention Program administered by WAHC has started to receive inquiries for assistance.
- HUD has extended the Performance Based Contract Administrator (PBCA) contract to January 31, 2021.
- HUD is conducting the Annual Contract Review (ACR) for WAHC. The entrance conference will be held Monday, November 16, 2020.
- The FDS unaudited submission was submitted on October 30, 2020
- Clifton Larson Allen has begun the annual audit and will be working with the Finance department over the upcoming months.
- Due to COVID 19, the lobby and all common areas remain closed to the public. Clients continue to utilize the drop box and email to submit documents. An intercom was installed to allow reception staff to safely communicate with clients.
- The CDC has issued a halt on evictions for nonpayment of rent until December 31, 2020. To claim protection under the order, residents must self-execute a declaration and present it to their landlord.
- Jeff Jacobs and his affiliate, Reno Real Estate Development, submitted a letter on October 13, 2020, stating they no longer wish to purchase the Sarrazin Arms Apartments. A follow up letter was sent to Mr. Jacobs attorney, Garret Gordon, clarifying this request and the need to clear the title of the option agreement.

CHAP

- Nevada Housing Division Funding (\$5M) – total funds expended \$1,045,630.

- City of Sparks Funding (\$2M) - total funds expended \$548,417
- City of Sparks CDBG-COV Funding (\$402,633) - total funds expended \$402,633. All funds expended
- City of Reno Funding (\$1.5M)- total funds expended \$1,500,000. All funds expended.
- We have received a total of 2,972 applications. Based on the current figures, the average payout is \$6,078.
- Total payments made \$3,482,835. Total households assisted 573.
- We have implemented an Attestation Statement to aid in verifying the need of assistance and simplify the submission of documentation.
- The RHA has been discussing the process of ending the program in December with the Nevada Housing Division.

G. Strategic Plan

Development Committee

- 8th Street – we are looking at partnering with the Community Services Agency (CSA) and working with their families. The concept of three-bedroom townhouses are being considered.
- Horizon Hills – RFQ advertised for architect for best use of the property. Two responses were received from Frame Architecture and H+K Architect. Interviews have been scheduled for November 12, 2020.
- Land Trust/ Property Acquisition/ Disposal – Staff is continually looking for opportunities that meet the agencies and community needs.
- Rental Assistance Demonstration (RAD) Program/ NDOT Mineral Manor- portfolio assessment report completed.

Finance

- Current financial status, business operations
- Resources / Expansion
- New Funding Sources — MTW plan 2021 activity to utilize HUD held reserves has been approved

Overall Health of the organization

- Staff Satisfaction- on going employee barbeque, volunteering events, ongoing
- Staff Succession Plan

Communications

- Plan - Public and Internal
 - Media – ongoing; increased media coverage for RHA sponsored events; RHA staff are contacted as content experts in the field for interviews and expand awareness.
 - Expand- information provided on website and creation of social media page

Sarrazin Arms – Tenant Strategy

- Rent increases scheduled for October 2020. Vacant units continue to be rehabbed and the rents for these units are set at \$800 upon completion. There are 12 units total that have or will be rehabbed, four have been leased.

Moving to Work Activities

- Promote Self Sufficiency – Workforce Development Program, creation of the Apprenticeship program approved.
- 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

Develop Metrics to Measure Success

Board retreat scheduled for January 2021

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 advice on the composition of the Board, drafting Development committee bylaws, revise and review of the Telecommute Policy on today’s agenda, advice on a COVID-19 Policy, advice on parameters of the Open Meeting Law regarding a real estate purchase, advice on the partnership agreement with the City of Reno and the associated purchase agreement, as well as advice on RHA policies and procedures.

Consent Agenda Item 2d

Consider adoption of Resolution 20-11-04 RH to adopt a set of bylaws for the governess of the Development committee. (For Possible Action)

The Board discussed areas of concern with the Development committee bylaws as presented.

Commissioner Aiazzi motioned to approve the Development committee bylaws subject to the changes to include clarifying language discussed and removal of the social media section. Commissioner Wilhelms 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. Update from the Executive Director, to include discussion and possible action, on the four parcels APN 011-640-05, APN 011-640-06, APN 011-640-07, and APN 011-640-08 owned by the City of Reno. (For Possible Action)

Executive Director Jones stated she has been in discussion with the developer of the project, Greenstreet. The project is in its conception phase for 160 units serving seniors who fall into 40-60% AMI. Serving families under such conditions is also being considered. Discussion included RHA’s interest in partnering in future projects by this developer.

No action was taken.

10. Update and discussion of the Development committee meeting. Properties under consideration include 1035 8th Street, APN 008-164-20 owned by the City of Reno, and the Horizon Hills property, APN 82-225-10 owned by the RHA. The discussion may

include, but not limited to, specifications such as target demographics, infrastructure elements, potential construction opportunities suitable for parcels as recommended by the committee, and funding sources. (For Possible Action)

Executive Director Jones reported architect interviews were held with Frame Architecture and H+K Architects. Three RHA staff and Chairman Sullivan participated in the interviews. After review of both highly qualified candidates, H+K Architects was awarded the contract for architect services on the Horizon Hills property. Updates will be given to the Board as the project evolves.

11. Additional items:

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

There were no other matters for discussion.

- 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: December 15, 2020; January 26, 2021 and February 23, 2021. (For Possible Action)

12. 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.

13. Adjournment. (For Possible Action)

Commissioner Aiazzi moved to adjourn the meeting. Commissioner Wilhelms 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 1:41 pm.