

MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
January 26, 2021

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 Sullivan at 12:01 pm on Tuesday, January 26, 2021. Pursuant to Governor Sisolak's March 22, 2020 Declaration of Emergency Directive 006, the requirement contained in NRS 241.023(1)(b), that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate, is suspended in order to mitigate against the possible exposure or transmission of the COVID-19 (Corona Virus). This meeting was held by video/telephone conference.

Commissioners Present

Mark Sullivan, Chairman
Dave Aiazzi, Vice Chairman
Mayor Hillary Schieve **(joined at 12:06 pm)**
Barbara Wilhelms

Commissioners Absent

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
Samantha Arellano, IT Manager
Brenda Freestone, WAHC Contract Administrator
Kathy Merrill, Executive Administrative Assistant

Staff Absent

Others Present

No others were present.

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)**

Commissioner Wilhelms moved to approve the agenda posted on January 20, 2021. Vice Chairman 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.

1. Approval of the minutes of the regular Board meeting held December 15, 2020. (For Possible Action)

It was moved by Commissioner Wilhelms to approve the minutes of the regular Board meeting held December 15, 2020. Vice Chairman 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 minutes approved.

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

- a) Consider adoption of Resolution 21-01-01 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 allowing the use of remote briefings and remote hearings per HUD's approval of this method and to update minor language for clarification. (For Possible Action)
- b) Consider adoption of Resolution 21-01-02 RH approving revisions to the Housing Authority of the City of Reno's Admissions and Continued Occupancy Policy of Public Housing Units allowing the use of remote briefings and remote hearings per HUD's approval of this method. (For Possible Action)
- c) Consider adoption of Resolution 21-01-03 RH authorizing the write-off of tenant accounts receivable for the Section 8 Rental Assistance Programs. (For Possible Action)
- d) Consider adoption of Resolution 21-01-04 RH authorizing the write-off of landlord accounts receivable for the Section 8 Rental Assistance Programs. (For Possible Action)
- e) Consider adoption of Resolution 21-01-05 RH authorizing the write-off of vacated tenant account receivables for the Low-Rent Public Housing Program. (For Possible Action)
- f) Consider adoption of Resolution 20-01-06 RH authorizing the write-off of vacated tenant account receivables for the unaided properties. (For Possible Action)
- g) Consider adoption of Resolution 21-01-07 RH ratifying the Executive Director's decision to declare Thursday, 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)
- h) Consider adoption of Resolution 21-01-08 RH authorizing the Executive Director to modify the Organizational Plan/ Staffing Chart adding two additional grant funded full-time positions; (1) CHAP Rental Assistance Specialist I and (2) CHAP Housing Specialist. (For Possible Action)

Executive Director Jones clarified the year in item 2(g) is to be 2020.

Vice Chairman Aiazzi motioned to approve Resolutions 21-01-01 RH through 21-01-08 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 resolutions approved.

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

Chairman Sullivan stated the PHADA Commissioner's conference was informative and indicated the materials and presentations are available to commissioners if they are interested.

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

ENTITY-WIDE FINANCIAL REPORT FOR THE 6 MONTHS ENDED December 31, 2020

PUBLIC HOUSING

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	2,026,964	2,054,630	(27,666)
Expenditures	2,119,860	2,384,163	264,303
Net Profit (loss)	(92,896)	(329,533)	236,637

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

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

Positions are vacant and haven't been filled due to COVID-19.

HOUSING CHOICE VOUCHER (S8 and MTW)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	16,759,484	7,710,012	9,049,472
HAP Payments to Landlords	13,376,969	7,482,168	(5,894,801)
HAP Surplus (Deficit)	3,382,515	227,844	3,154,671
Fee & Other Revenue	2,626,925	861,198	1,765,727
Expenditures	1,540,155	1,611,096	70,941
Unrestricted Profit (Loss)	1,086,770	(749,898)	1,836,668
Net Profit (loss)	4,469,285	(522,054)	4,991,339

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 \$755,972.00 which is reimbursable through MTW and be reflected in future months.

Neighborhood Stabilization Program (NSP)

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	565,913	553,713	12,200
Expenditures	300,182	323,059	22,877
Restricted Profit (loss)	265,731	230,654	35,077

Business Activities

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,522,033	1,554,082	(32,049)
Expenditures	860,946	761,567	(99,379)
Unrestricted Profit (loss)	661,087	792,515	(131,428)

Vacancies at Sarrazin reflecting lower revenue. Utility expense was under-budgeted.

Utilities were under budgeted by \$100k.

WASHOE AFFORDABLE HOUSING (WAHC)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	12,867,383	11,330,441	1,536,942
HAP Payments to Landlords	12,867,383	11,330,441	(1,536,942)
HAP Surplus (Deficit)	-	-	-
Admin and Fee Revenue	419,077	335,008	84,069
Expenditures	358,548	364,826	6,278
Unrestricted Profit (Loss)	60,529	(29,818)	90,347
Net compared to budget	60,529	(29,818)	90,347

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	992,672	1,152,995	(160,323)
Expenditures	1,034,606	1,062,149	27,543
Net compared to budget	(41,934)	90,846	(132,780)

ENTITY-WIDE TOTALS

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	29,626,867	19,040,453	10,586,414
HAP Payments to Landlords	26,244,352	18,812,609	(7,431,743)
<i>HAP Surplus (Deficit)</i>	<i>3,382,515</i>	<i>227,844</i>	<i>3,154,671</i>
Fee & Other Revenue	8,153,583	6,511,626	1,641,957
Expenditures	6,214,297	6,506,860	292,563
<i>Unrestricted Profit (Loss)</i>	<i>1,939,287</i>	<i>4,766</i>	<i>1,934,521</i>
Net Profit (loss)	5,321,802	232,610	5,089,192

Chairman Sullivan commented that the cost invested in improving the units at the Sarrazin Arms property will be made back relatively quick with the extra \$300 a month the units will produce. Tenants at this property have no requirements to meet and even with the \$800 rent, it is still affordable.

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

Executive Director Jones reported on figures for the shallow subsidy provided by the Agency to the Eddy House in regards to the percentage of beds occupied. Invoices from the Eddy House indicated October 2020, occupancy was at 30 percent; November 2020, occupancy was at 43 percent; and December 2020, occupancy was at 35 percent. The Agency only provides a subsidy for beds occupied. Staff will work with the Eddy House to discuss their challenges and the changes they are implementing to increase occupancy.

Deputy Executive Director Hurst summarized the 2022 Moving To Work Plan (2022 MTW) activities. Staff is focusing on the Workforce Development (WFD) program. The first activity in the 2022 MTW is revitalizing the program to include youth in the households that will encompass all of the individuals in the household. Staff will be offering family-driven workshops, such as financial literacy that will include budgeting for the youth, as well as the adults. The goal would be to stop generational housing. The program will include incentives for youth who participate, as well as additional incentives for the parents that participate. The incentives are in the form of an escrow account. Upon graduation from the program, youth can use the money earned for post-secondary education or a vehicle. There are limits as to what the money can be utilized for. Up to three scholarships have also been included in the 2022 MTW that will be available to youth on an annual basis that graduate from high school to reduce the barriers into post-secondary school. The plan indicates the number of scholarships to be up to three. There is no indication in the plan as to the dollar amount. Staff discussed the amount of the scholarship internally to be \$10,000 or \$15,000, which will depend on the number of youth that apply for the scholarship, if they meet the qualification, and what the money will be used for. Staff left the criteria for the scholarships in the plan in a broad sense and will create a procedure to address this separate from the plan.

The second activity staff is proposing in the 2022 MTW is to mirror the Public Housing (PH) Flat Rent to be more in line with the Housing Choice Voucher (HCV) Payment Standards.

Currently, we are required to have the Flat Rents for PH no less than 80 percent of the Fair Market Rents.

At this time, they are low and staff did intend to increase them this year. HUD has adopted a new regulation that requires housing authorities to evict families who have been at the Flat Rent amount for two years. HUD restricts individuals or families living in PH at a higher income level to two years. The low Flat Rents do not prepare clients for the private market rental properties.

Executive Director Jones stated an anonymous donor provided sub sandwiches to all of the senior and disabled residents in Silverada Manor and Tom Sawyer Village on Christmas eve. Sky Tavern and Bobo's opened up their scholarships to allow all of the youth that were on the waitlist for the Junior Ski program to participate.

The RHA was approached by the Washoe County Department of Health and Human Services to apply for 15 Homeless Youth Initiative Vouchers. These vouchers will provide homeless youth, over the age of 18, that are expiring from the foster care program with case management services through the County. The RHA will provide the vouchers to the young adults. This program is a similar approach to the HUD VASH program. The number of vouchers will be limited to 15 as that is the amount the County can provide case management for at this time.

Additional funding for emergency rental assistance will be provided to the RHA, Emergency Rental Assistance Program (ERAP). Staff will administer this program but will continue to identify it as the CHAP program, as that is what it is known as in the community. There are some different restrictions and requirements to this program. Washoe County, City of Reno and the State of Nevada will be receiving an allocation of funding. This will give the RHA three additional sources of funding to continue to administer the program. The Consent agenda included two temporary grant funded positions to help administer the program which will take some of the workload off of the Rental Assistance staff. Program funding amounts have not yet been released. It has been estimated that between the two jurisdictions locally, the funding amount maybe \$10 to \$11 million. The State will be receiving \$114 million, but it is anticipated that a large portion of that will go to Clark County based on their needs, and then a portion of that will also go to Nevada Rural Housing Authority. We are excited to continue to be able to administer these funds throughout Washoe County. There is a small amount left over from the first round of funding from the State of Nevada, which is being administered to our current participants through February. The RHA will have to re-verify current participants to determine if they are eligible under the new requirements. The exact figures of the funding will be forwarded to the Board once received.

Deputy Executive Director clarified that participants in the WFD program that earn money in their escrow account that move off of the program will be able to receive those monies saved.

Executive Director Jones added that the Agency received 98 additional HUD VASH vouchers. Typically, the Agency's number of vouchers awarded is 10 to 15 at a time. Being able to help a much larger portion of this population is exciting. The vouchers are effective January 1, 2021, and staff will be working with the VA to administer them to homeless veterans.

Commissioner Schieve inquired about a program that assists veterans behind in their mortgage payments. Executive Director Jones stated she will forward mortgage assistance information to her.

A. Update on MTW Activities

- 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 finalizing the upcoming FY2022 plan. Expansion to the WFD program to allow parents and youth to participate in coordinated plans to promote self-sufficiency. In addition, we are proposing to increase the flat rent for public housing households to mirror the HCV program payment standards and allow incentives toward self-sufficiency after 12 months.

B. Update on Housing Choice Voucher Program / Asset Management

Housing Choice Voucher Program – Heidi McKendree

- Total Voucher Allocation: 2523
- MTW Baseline: 2382
- HUD VASH Allocation: 416
- Housing Choice/Project Based Vouchers issued and leased – 2239
- Housing Choice/Project Based Vouchers issued and shopping – 68
- HUD VASH Vouchers currently issued and leased – 224
- HUD VASH Vouchers currently issued and shopping – 30

The RHA has been awarded 98 additional HUD-VASH vouchers effective 1/1/2021. Staff will be working with the VA to increase the utilization of these vouchers during the coming year. The VA is required to provide case management services to HUD-VASH voucher holders. The utilization of these vouchers is dependent on the VA’s ability to service the number of clients with vouchers with case management services. The VA has recently streamlined their case management programs to allow for clients with reduced need for case management to be supervised by caseworkers through the Veterans Resource Center, freeing up the time of HUD-VASH case managers to address the needs of those in greater need of their services, but still utilize the housing voucher through the HUD-VASH program. This new approach will allow the VA to maximize staff workload and increase utilization of HUD-VASH vouchers.

New clients briefed in December 2020 – 4

Due to COVID-19 related concerns, in-person briefings have been suspended since November. With Administrative Plan approval, staff will begin conducting remote briefings in February in order to continue issuing vouchers to clients referred from the Admissions Department.

Housing Quality Standards inspections conducted in December 2020 – 64

All regular inspections of occupied units were cancelled beginning November 16, 2020 due to increased COVID-19 related concerns. Move-in inspections of unoccupied units continue to be conducted to facilitate the client’s ability to lease and move-in to units.

Public Housing – Maribel Martinez

- Public Housing (PH) ended the month of December leased at 97.96%.
- Maintenance worked with management and the Development department on prioritizing CFP for PH sites.
- Assistant managers continue splitting schedules between home/office and seeing residents by appointment only.
- Interviews are being conducted for a Research Administrator and an Intern, as well as advertising for a Maintenance I position.

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

Elderly Services

- Christmas gifts donated from several community partners and RHA staff were delivered to 60 RHA seniors in need. Seniors were extremely grateful for their gifts.
- An anonymous donor bought and delivered sub sandwich meals to all senior and disabled residents at Silverada and Tom Sawyer on Christmas Eve.
- RHA staff is working diligently with Immunize NV and the Silver Sage Center for Family Medicine to provide our senior and disabled residents with the first dose of the COVID-19 vaccine.

Workforce Development (WFD)

- The Workforce Development (WFD) Coordinator continues working with individuals and families in identifying and reaching self-sufficiency goals. The WFD Coordinator is also working closely with the Youth Coordinator and MTW Coordinator to modify the self-sufficiency MTW activity to expand partnerships and include RHA youth.

Youth Activities

- Thanks to the generosity of Sky Tavern and Bobo's Ski & Board, all participating RHA youth and families have received their gear and are ready for the ski season to begin.
- RHA youth in grades 1-12 have the opportunity to send their report cards to RHA staff for a school incentive raffle. Students with a 3.0 GPA or less than 5 absences for the semester will be entered into the raffle to win prizes. Those that did not meet their goals are encouraged to contact staff to set up goals and establish a support system for the upcoming semester.
- Staff is working to create a new workforce development program for RHA high school seniors to begin in the Fall of 2021. This will be an exciting opportunity for youth to jump start their futures.

D. Update on Modernization Activities

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

- **(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. A contract was signed on November 5, 2020, work began on November 16, 2020, and was fully completed on December 18, 2020.
- **(OPS) Hawk View Structural:** A detailed site structural reconnaissance was requested from RHA to McElhaney Structural Engineers to provide a ROM (Rough Order of Magnitude) on correcting the structural shifting of the interior footings of multiple buildings at Hawk View. McElhaney was awarded this work on September 15, 2020, in the amount of \$9,400. The reconnaissance and needed survey work is now 100% complete. McElhaney has a cost estimate of \$42,383.09 per building section (x 22) building sections for a total of \$932,427.98 assuming all building sections will require equal time and material. A 30% contingency was added to create a final budget number of \$1,212,156.37.
- **(OPS) 1245/1247 Carville Court:** Discussions to proceed with scoping the needs to address the structural concerns with the vacant building on Carville Court have begun. Staff will have ACM testing performed at multiple locations within the building and proceed with advertising the associated remediation. ACM test results will determine how to scope the project in its entirety.
- **(OPS) 2531 Tripp Sewer Line Repair:** A blockage in the sewer line from tree roots was discovered that needed immediate attention. Our service contractor Plumber (Michael's

Plumbing) was called out to replace 15 +/- L.F of sewer line to include the replacement of concrete disturbed during the project for a total amount of \$6,627.00. This project was started on January 8, 2021 and concrete completed for foot traffic on January 12, 2021.

- **(OPS) 1438 Silverada Bathroom Floor Replacement:** The bathroom flooring in this unit has started to fail and tiles are popping loose. An advertisement to demo, replace backerboard to include leveling and targeting drainage toward the ADA shower drain, and replace floor tile is scheduled for Friday, January 15, 2021 for a period of 30 days, with a contractor job walk January 27, 2021. This will require tenant relocation once commencement of work begins.
- **(OPS) 1498 Silverada Tub Surround:** A project to replace the Swanstone tub surround at this unit was determined by staff. This project was advertised on December 31, 2020 with a job walk held on January 13, 2021. Bids are due January 29, 2021 and expect project to start early February.

E. Update on other Agency activities

- The Homeless Prevention Program administered by WAHC has started to receive inquiries for assistance.
- WAHC is requesting to remove the cap of \$1,500 on rental payment for the Homeless Prevention Program to allow the program to assist more families that may owe more due to COVID 19.
- HUD has extended the Performance Based Contract Administrator (PBCA) contract to January 31, 2022.
- The RHA was approved to receive 98 additional HUD VASH vouchers.
- Staff continues to work with Clifton Larson Allen on the annual audit and a draft will be provided to the Board of Commissioners in early February, with a presentation at the February 23, 2021 Board meeting.
- Due to COVID 19, the lobby and all common areas remain closed to the public. Clients continue to utilize the dropbox and email to submit documents. Staff continues to split their time working from home and the office, with only 50% of each department in the office at one time.
- Governor Sisolak extended the State eviction moratorium to March 31, 2021.
- The RHA has been approached by Washoe County Department of Health and Human Services to apply for 15 Homeless Youth Initiative (FYI) vouchers. Washoe County would administer the case management and support to the youth and the RHA would administer the voucher.
- CHAP
- Nevada Housing Division Funding (\$5M) – total funds expended \$2,649,551. These funds have been extended to assist the current eligible families and will be fully expended by March.
- Total funds expended for rental assistance \$5,705,060. Total families assisted throughout Washoe County 1,027.
- The Emergency Rental Assistance Program (ERAP) funding will be awarded to the local jurisdictions and State. The RHA has been asked to continue to administer the temporary rental assistance program (CHAP).
- There are 500+ families on our waitlist for the new round of funding. Staff has begun processing these applications.

F. Strategic Plan

- Staff attended Low Income Housing Tax Credit Training (LIHTC) compliance training for the oversight of Willie J Wynn.
- Development Committee-
 - 8th Street –The Development staff are finalizing the RFP for a design-build approach recommended by the Development Committee.
 - Horizon Hills – The Development Staff is working with H&K Architect on the contract and start date.
 - 4th Street Site- Meetings are being set up with community agencies.
 - 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- ongoing 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 are scheduled for October 2020. Vacant units continue to be rehabbed and the rents for these units are set at \$800 upon completion. There are 16 units that have been rehab and rented at the \$800 rate.
- 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

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 revising the deed and the parcel map for the easement on the Fourth Street property to allow for access, as well as working to preserve the storage units on the property to possibly divert the income to the RHA once the tenant vacates, drafting an independent contractor for a new position; Housing Resource Specialist, and monitor and revise the agenda, and the notices of the Board meetings to comply with the Nevada Open Meeting Law.

7. Follow up discussion of the RHA Strategic Planning Session meeting held January 21, 2021. Discussion may include, but not limited to the previous Strategic Plan, Agency's Mission Statement, Agency goals that include short-term and long-term as established during the Strategic Planning Session, and action items that were determined to be developed and implemented by staff. (For Possible Action)

Chairman Sullivan indicated staff is working on the goals established at the Strategic Planning Session meeting on January 21, 2021. Chairman Sullivan stated this item was placed on the agenda for the Board to have an additional opportunity to discuss actions taken at the Strategic Planning Session if needed. There was no further discussion of this item by the Board.

8. Additional items:

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

There were no matters of concern discussed.

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

There were no reports on conferences and trainings.

- iii) Old and New Business. (Discussion)

There were no Old or New Business to discuss.

- iv) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time: February 23, 2021; March 23, 2021 and April 27, 2021. (For Possible Action)

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

There was no public comment.

12. Adjournment. (For Possible Action)

Commissioner Wilhelms moved to adjourn the meeting. Commissioner Aiazzi 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 12:28 pm.