

MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
June 22, 2021

The June 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 12:00 pm on Tuesday, June 22, 2021 in the Agency's Boardroom.

Commissioners Present

Mark Sullivan, Chairman
Dave Aiazzi, Vice Chairman **via phone**
Mayor Hillary Schieve **joined 12:03 pm via phone**
Oscar Delgado
Barbara Wilhelms **joined at 12:05 pm via phone**

Commissioners Absent

Staff Present

Amy Jones, Executive Director
Chuck Zeh, Legal Counsel
Heidi McKendree, Director of Rental Assistance
Linda Long, Acting Director of Administration
Cathy Steed, Elderly Services Administrator
April Conway, Public Information Officer
Kathy Merrill, Executive Administrative Assistant

Staff Absent

Others Present

Britton Griffith, RHA Development Committee Chair
Krista Wahnefried, RHA Development Committee Vice Chair

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

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

There were no 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 Delgado moved to approve the agenda posted on June 17, 2021.
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 agenda approved.

1. Approval of the minutes of the regular Board meeting held May 25, 2021. (For Possible Action)

It was moved by Commissioner Delgado to approve the minutes of the regular Board meeting held on May 25, 2021. 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 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 21-06-01 RH approving a budget revision for FY 2018 Capital Fund Program (CFP) NV39P001501-18. (For Possible Action)
- b) Consider adoption of Resolution 21-06-02 RH authorizing the Executive Director to execute a contract with Simerson Construction in the amount of \$99,690 to replace 20 water heaters at Mineral Manor, Public Housing Project NV39-P001-001. (For Possible Action)
- c) Consider adoption of Resolution 21-06-03 RH authorizing the Executive Director to execute a contract with Arbor Pros in the amount of \$120,192 for multi-site tree trimming at Mineral Manor, Public Housing Project NV39-P001-001, Tom Sawyer Village, Public Housing Project NV39-P001-002, Silverada Manor, Public Housing Project NV39-P001-003, Stead Manor, Public Housing Project NV39-P001-006, Hawk View Apartments, Public Housing Project NV39-P001-007, Essex Manor, Public Housing Project NV39-P001-009, Myra Birch, Public Housing Project NV39-P001-010, and John McGraw Court, Public Housing Project NV39-P001-018. (For Possible Action)
- d) Consider adoption of Resolution 21-06-04 RH revising the Authority's check signature authorization policy. (For Possible Action)
- e) Consider adoption of Resolution 21-06-05 RH authorizing the Executive Director to enter into negotiations with H+K Architects and Wood Rodgers Engineers and Planners for architect services for the property located at 1035 8th Street, Reno, Nevada: APN 008-164-20. (For Possible Action)
- f) Consider adoption of Resolution 21-06-06 RH approving Vice Chairman Aiazzi's request to expend his Contingency Fund allotment of \$5,000 to support RHA youth through the non-profit entity, Reno Bike Project. (For Possible Action)

Vice Chairman Aiazzi motioned to approve Resolutions 21-06-01 RH through 21-06-05 RH. Commissioner Delgado 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.

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

There were no reports regarding routine matters.

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

ENTITY-WIDE FINANCIAL REPORT FOR THE 11 MONTHS ENDED MAY 31, 2021

PUBLIC HOUSING

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	4,067,271	3,966,528	100,742
Expenditures	4,179,842	4,398,325	218,483
Net Surplus (deficit)	(112,571)	(431,797)	319,225

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

Favorable expenditures driven by positions that are vacant and haven't been filled, \$111k favorable to budget. Management & bookkeeping fee expense budgeted high by \$137k.

Revenue received of \$237,897.00 from MTW Activity Simplify Rent Calculation.

HOUSING CHOICE VOUCHER (S8 and MTW)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	33,417,909	15,713,885	17,704,024
HAP Payments to Landlords	27,031,640	15,713,891	(11,317,749)
Fee & Other Revenue	3,126,803	2,725,938	400,866
Expenditures	3,116,641	2,595,379	(521,263)
Net Surplus (deficit)	6,396,431	130,553	6,265,877

Fee & Other Revenue reflects the CHAP rental assistance the RHA received from the City of Reno, City of Sparks and Nevada Housing Division, of \$884K more than budget.

Reimbursement request for previous MTW activity of \$1.8M was received in April. Also, MTW NV CARES Campus reimbursement of \$4,850,700 was received.

Expenses unfavorable to budget driven by COVID expenses

Neighborhood Stabilization Program (NSP)

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,038,488	1,064,616	(26,128)
Expenditures	573,965	640,326	66,361
Restricted Surplus (deficit)	464,523	424,289	40,233

Business Activities

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	3,592,332	3,051,493	540,838
Expenditures	1,512,489	1,741,973	229,485
<i>Unrestricted Surplus (deficit)</i>	<i>2,079,843</i>	<i>1,309,520</i>	<i>770,323</i>

Revenue increased by \$647,500 for Willie J. Wynn Apartments development fee income.

**WASHOE AFFORDABLE HOUSING
(WAHC)**

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	23,690,289	20,772,475	2,917,813
HAP Payments to Landlords	23,690,289	20,772,475	(2,917,813)
<i>HAP Surplus (Deficit)</i>	<i>-</i>	<i>-</i>	<i>-</i>
Admin and Fee Revenue	821,924	673,034	148,890
Expenditures	611,537	668,851	57,315
<i>Unrestricted Profit (Loss)</i>	<i>210,388</i>	<i>4,182</i>	<i>206,205</i>
<i>Net compared to budget</i>	<i>210,388</i>	<i>4,182</i>	<i>206,205</i>

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

Actual HAP revenue and expenses were budgeted low.

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

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

COCC

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,781,162	2,113,824	(332,662)
Expenditures	1,762,132	1,970,152	208,020
<i>Net compared to budget</i>	<i>19,030</i>	<i>143,672</i>	<i>(124,642)</i>

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

Favorable expenses due to vacant positions.

ENTITY-WIDE TOTALS

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	57,108,198	36,486,360	20,621,837
HAP Payments to Landlords	50,721,928	36,486,366	(14,235,563)
<i>HAP Surplus (Deficit)</i>	<i>6,386,269</i>	<i>(6)</i>	<i>6,386,275</i>
Fee & Other Revenue	14,427,980	13,595,433	832,547
Expenditures	11,756,606	12,015,007	258,401
<i>Unrestricted Profit (Loss)</i>	<i>2,671,374</i>	<i>1,580,426</i>	<i>1,090,948</i>
Net Surplus (deficit)	9,057,643	1,580,421	7,477,222

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

Executive Director Jones stated that the Director of Asset Management position has been filled with an anticipated start date of July 12th.

The Agency received 137 emergency housing vouchers which are specifically for individuals experiencing homelessness, in a domestic violence situation, or in jeopardy of becoming homeless. Four different agencies requested 50 vouchers each. Agencies requesting vouchers included Volunteers of America (VOA), Washoe County, Health Plan of Nevada, and Catholic Charities. The vouchers will be split equally between the four agencies. The vouchers will be effective August 1, 2021. Staff will be conducting landlord outreach through a landlord fair with the partnering agencies to explain the program. Staff will be offering landlord incentives that include lease-up bonuses and a damage claim award. There is flexibility with these vouchers to try to encourage participation in the program. Heidi and her team have done a great job putting a good program together to encourage participation.

The emergency housing vouchers are valid until September 30, 2023. Staff can continue to utilize the vouchers and turn them over until September 30, 2023. After that date, only the individuals that are utilizing the voucher at that date can continue to utilize them. Additional vouchers will not be available after that date. Vouchers leased as of the September 30, 2023 date, can continue to be utilized through 2030. These vouchers are deemed temporary, but the utilization period lasts for several years. Referrals for these vouchers are required to come through Continuum of Care (COC).

The Agency has been awarded 15 Foster Youth Initiative (FYI) vouchers. The Agency applied for these vouchers several months back in partnership with Washoe County and Eddy House. These vouchers are for youth ages 18 to 24.

Public Information Officer Conway has been posting several Agency activities on social media through Facebook posts and Twitter. Posts have included the opening of the waitlists and the vaccine clinics hosted on at the Agency's PH sites. A news release was issued for the landlord incentive program and the emergency vouchers.

The waitlists closed on June 18, 2021. Over 3,000 applications were received in the two-week period that they were open. The Admissions staff is busy processing the new applications received. Due to the limited number of vouchers available, waitlists are assessed by the needs of the applicant to establish a baseline. To best serve the local community, Washoe County applicants are assessed first. Depending on the outcome of the assessment based on the number of applicants, a waitlist is opened for a set time.

To date, the Agency has served 722 households through CHAP funding. A total of \$5.2M has been allocated between the three funding sources. It is anticipated that the \$20M in funding received from the three agencies will be expended by the program termination date of December 30, 2021.

Chairman Sullivan commented that the structural repairs for the Hawk View Apartments site are estimated to cost over \$1M which does not include needed repairs to the individual units. Staff are looking into alternative options for that site.

A. Update on MTW Activities

- The Agency received reimbursement from HUD for the purchase of the Nevada Cares Campus property in the amount of \$4,850,700.

B. Update on Housing Choice Voucher Program / Asset Management

Housing Choice Voucher Program – Heidi McKendree

- Total Voucher Allocation: 2524
- MTW Baseline: 2382
- HUD VASH Allocation: 416
- Housing Choice/Project Based Vouchers issued and leased – 2208
- Housing Choice/Project Based Vouchers issued and shopping – 155
- HUD VASH Vouchers currently issued and leased – 224
- HUD VASH Vouchers currently issued and shopping – 28
- New clients briefed in May 2021 – 36
- Housing Quality Standards inspections conducted in May 2021 – 272
- With COVID restrictions loosening, the Rental Assistance program will begin conducting briefings at full capacity (max 15 per briefing).

Public Housing

- Public Housing ended the month of May leased at 99%.
- Managers continue to conduct follow-up housekeeping inspections for Unit Abuse.
- Residents have been contacted regarding any unpaid rent balances. Managers are providing them with information on how to apply for the CHAP program.
- Maintenance continues to turn on swamp coolers, address landscaping needs and work order items.
- The Director of Asset Management position is vacant until filled.
- The vacant Assistant Manager position closed last Monday and interviews were conducted.
- The vacant landscaper position is being advertised.

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

Elderly Services

- Staff has been completing welfare checks and doing home visits with Public Housing Seniors.
- Staff is working to create a plan to reopen Resident Councils and provide safe, socially distant activities for seniors.

Workforce Development (WFD)

- A WFD participant has graduated from the Traditional FSS program with an escrow disbursement in the amount of \$7,647.57. She plans to continue saving and will use her disbursement to purchase a home for her family in the future.
- WFD department is now implementing in-person workshops and is working with community partners to create a schedule of upcoming workshops and events for WFD participants.

Youth Activities

- RHA is hosting a vaccine clinic at Essex Manor in partnership with **Community Health Alliance (CHA)** to provide our families and surrounding community members with an opportunity to receive the COVID-19 vaccine on-site through the CHA mobile medical center.
- **Sierra Nevada Journey's** summer camp has officially begun. Forty RHA youth will be attending camp throughout the summer at Grizzly Creek Ranch in Portola at no cost to the family thanks to the **Helen Chase Charitable Foundation**.
- The **Northern Nevada Reading Coalition**, sponsored by **United Way of Northern Nevada and the Sierra** is providing a summer literacy program for RHA youth. Each week during summer, youth at Mineral Manor and Essex Manor will have the opportunity to participate in a fun outdoor literacy event and will be able to take a book home to keep.

Additional Partner Highlights for June:

- University of Nevada, Reno Extension
- Truckee Meadows Community College
- Safe Kids Washoe County
- Access to Health Network

D. Update on Public Information Activities

Social Media

- Created regular posts for the RHA Facebook page, including waitlist opening, Essex vaccine clinic and CHAP disbursement updates.
- Registered RHA as a Twitter user for future postings.
- Responded to social media comments. Please like us at Reno Housing Authority (Facebook) and @RHAHousing (Twitter).

Website

- Posted new releases on the News tab and coordinated with IT for page updates when the waitlists were opened, and again preparing for the vaccine clinic at Essex Manor.
- Developing new content as needed.

Media

- Pushed news release regarding opening of the waitlists and the vaccine clinic at Essex.
- Prepared news releases for the Landlord Incentive program and the HUD emergency vouchers.

E. Update on Modernization Activities

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

- **(CF2018) Stead Manor Landscape Improvements (Backflow and Irrigation Repairs):** Stead Manor Landscape Improvements were advertised on April 2, 2021. Bids were received April 30, 2021. The lowest responsive bidder was T & T Lawns Plus (\$27,313.00). Work is scheduled to begin July 5, 2021
- **(CF2019) Stead Manor Sewer Line Replacement and Improvements:** The sewer line at Stead Manor has shown signs of fatigue and failure. An advertisement to replace and reconfigure as needed the sewer line underneath each building at Stead Manor including any necessary excavation of dirt and debris needed to complete this project was advertised on March 24, 2021. The initial contract is for building #3 only. A contract was awarded to RCM Construction May 21, 2021 (\$ 24,576.00). A scheduled start date will be J
- **(CF2019) Multi-Site Tree Trimming and Removal:** This project was advertised May 07, 2021. Bids were received June 04, 2021. The apparent successful bidder is Arbor Pros (\$20,192.00). We anticipate this project will begin in the fall, October or November of 2021.
- **(CF2019) Mineral Manor Water Heater Replacement:** Bids for this project were received June 04, 2021. The apparent low bidder is Simerson Construction (\$ 99,690.00). This project is on the agenda for Board approval on June 22, 2021.
- **(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 are now 100% complete. McElhaney has a cost estimate of \$42,383.09 per building section (x 22) building sections for a total of \$932,427.98 assuming all building sections will require equal time and material. A 30% contingency was added to create a final budget number of \$1,212,156.37. Advertisement for this project is anticipated to take place summer 2021.
- **(OPS) 1245/1247 Carville Court:** All Eagle completed abatement of both units April 29, 2021. A clearance letter was issued by Environmental Inspection Services on April 30, 2021. Staff prepared a preliminary construction cost estimate based on the previous structural drawings prepared by McElhaney Engineers and the tenant improvement drawings prepared by RHA (\$317,492.00).
- **(OPS) 2440 "A" Tom Sawyer Tub Surround:** Development has contracted with Advance Installations Inc. (\$6,215.00) to remove and replace the tub/surround and the water closet flange. Work began May 20, 2021. The project was completed and released June 08, 2021 .
- **(OPS) 3574 Mazzone Unit "F":** Development staff received a proposal from RCM Construction (\$ 9,685.14) for removal repairs and replacement. Work on the project began May 20, 2021 and was completed and released May 26, 2021.
- **(OPS) 3584 Carlos "G":** Development contracted with Advance Installations Inc. (\$ 4,488.00) to remove upper cabinets and a section of drywall to allow access to the lines for repair, patch the ceiling and re-install the cabinets. The contract includes the replacement of the kitchen countertops. The work began May 18, 2021. The project was completed and released June 08, 2021.
- **(N/A) 1035 8th Street Property:** On May 14, 2021, the review committee consisting of RHA Development Staff, and the Executive Director determined that H & K Architectural

Services/Wood Rodgers Civil Engineers and Planners was the most qualified firm for this project. The recommendation is currently on the June 2021 agenda for Board approval.

- **(N/A) Horizon Hills:** An Architectural Service Agreement and fee proposal from H + K partnering with Wood Rodgers for the requested services was received as a stipulated lump sum of One Hundred Six Thousand Four Hundred dollars **(\$106,400.00)** (H+K = \$55,900.00) (Wood Rodgers = \$50,500.00). The proposal was rejected by the Board at the May 2021 meeting.

E. Update on other Agency activities

- The CDC eviction moratorium is scheduled to end June 30, 2021. Staff continues to provide information to our current HCV and Public Housing clients about the rental assistance available.
- The Agency has been awarded 137 Emergency Homeless Vouchers. We received interest from four partnering agencies, requesting a total of 200 vouchers.
- The Public Housing and Housing Choice Voucher waitlists were open from June 7, 2021 to June 18, 2021.
- Finance staff is preparing for year-end.
- Ryan Aeschlimann has decided to pursue a new position and will be leaving the agency.
- IT staff are preparing of the implementation of document management.

CARES Act Housing Assistance Program (CHAP)

- The agreement between the RHA and Washoe County to administer \$6,380,855 has been approved and executed.
- The agreement between the RHA and City of Reno to administer \$5.7M of rental assistance funds has been approved and executed.
- The agreement between the RHA and the Nevada Housing Division to administer \$10M of rental assistance funds has been approved and executed.
- Staff continues to work with partnering agencies, applicants, and landlords to provide assistance obtaining the rental assistance funds.
- CHAP has served 722 households affected by the COVID-19 pandemic.
- CHAP currently has \$5.2M committed collectively and is on track to spend the full \$20.1M allocated from all of the funding sources.

F. Strategic Plan

Nevada Cares Campus

- Director staff toured the current shelter with VOA staff.
- Executive Director had a follow-up call with VOA staff to discuss transitional housing models.
- Director staff had a call with Haven for Hope to discuss their campus model in San Antonio.
- Executive Director attends monthly meetings regarding site improvements with community stakeholders.
- The Chairman, Vice-chairman and director level staff toured the new shelter on March 30, 2021.

- Staff toured the Crossroads on March 29, 2021.
 - A follow-up meeting with Catholic Charities was held on April 23, 2021 to discuss the Crossroads model.
 - Executive Director met with a developer that produces affordable housing made from shipping containers as a possible option for transitional housing.
 - Deputy Executive Director toured the new shelter with Washoe County Manager, Eric Brown.
 - The Chairman and Executive Director toured Crossroads.
 - The Chairman and Executive Director toured two of Greenstreet's affordable housing properties, Steamboat by Vintage and Vintage Crossing.
 - The Ribbon Cutting for the Nevada Cares Campus was held on May 17, 2021. The Executive Director spoke regarding the agency's plans for phase three.
 - Director staff and the Executive Director met with Grant Denton to discuss homeless housing programs.
 - Increasing the number of units
 - The Chairman and director staff toured three different motels for possible purchase to preserve affordable housing.
 - Staff continues to look at potential alternative office space in preparation of the NDOT expansion and RAD.
 - The Chairman and the Executive Director met with RTC to discuss RTC properties that may be a good fit for affordable housing.
 - Development outline provided to the Board for review.
 - Finance outline provided to the Board for review.
- 6. Discussion and possible action outlining available options to liquidate the Horizon Hills property; APN 82-225-10. Possible options for discussion include, but not limited to, selling the property as one 7.8-acre parcel or engage a surveyor to parcel out the property into four parcels to sell as individual lots. (Discussion and Possible Action)**

Executive Director Jones stated that the Agency purchased the Horizon Hills site in 2000 for the amount of \$321,850. Due to the current zoning of Medium Density Suburban, lots could be divided into 0.33 acres for single-family homes. Current construction costs are extremely high potentially pricing these homes out of the market for lower-income families in either scenario of selling the homes or turning them into rental properties. Transportation to and from this site is located almost 2 miles away and would pose a challenge to residents. Staff also experienced push-back from the neighborhood when it was previously trying to develop the site.

Commissioner Delgado inquired if with the passing of time and recent development throughout the area, if the neighborhood would now support low-income development. Executive Director Jones stated this particular area has seen the development of commercial warehouse sites and not the development of single-family home sites. This site is located in the center of a single-family development which may present challenges in of itself.

Discussions of the site with the Development committee suggested that the property be sold. The Agency's mission is to provide affordable housing to the community and this site does not

meet that mission. Executive Director Jones proposed selling the property and to use the funds for other affordable housing projects that would better meet the needs of the Agency's mission. Development Committee Chair Britton and Development Committee Vice Chair Wahnefried confirmed that the site is not ideal for development due to its location as well as construction costs. Based on the site size, it is estimated that a maximum of 24 homes could be developed on the site.

Vice Chairman Aiazzi asked if the Agency has any legal requirements that need to be followed to properly dispose of the property. Legal Counsel Zeh commented that the Agency has an obligation to maximize its resources. Chairman Sullivan suggested to find out the current timeframe for obtaining an appraisal on the property.

Vice Chairman Aiazzi further inquired about hiring a commercial realtor if it was decided to sell other properties owned by the Agency and if a Request for Proposals (RFP) would be the proper course in such a situation. Executive Director Jones stated that the Organizational Chart does include a part-time realtor position, which was utilized in the past to purchase the Scattered Site properties. The expense to hire an outside realtor was discussed.

Vice Chairman Aiazzi motioned to look into the best options to sell the property. 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.

7. Discussion and possible action of the proposed concepts of the Nevada CARES Campus model. (Discussion and Possible Action)

Executive Director Jones stated that the Point in Time Count 2021 conducted in February identified 780 unsheltered individuals with 697 individuals in the emergency shelter and 231 transitional housing beds. This project will need to take into account many factors in order to determine what the specific need is and how the Agency could provide that for need. The goal is to provide a housing model on the site that will be successful. Part of the success of the site will be dependent upon programming for the population that is being served there.

Chairman Sullivan mentioned the history of unsheltered persons that is indicated in the Point in Time Count. In 2019, there were 226 unsheltered individuals which has now grown to 780. This number may be impacted by the COVID-19 pandemic due to the impact it has had on the hospitality industry.

Staff met with Grant Denton and discussed his perspective of housing and the community's needs. The Agency is the authority on providing housing not providing the programming that will need to go along with it in order for it to be successful. The idea of creating a partnership with the agencies in the community that provide the programming would allow the RHA to provide the units and maintain them. This scenario would create the best opportunity for individuals to be successful in transitioning into market rate housing.

Director of Rental Assistance McKendree indicated that providing three levels of housing on the CARES Campus site could give individuals the opportunity to see and experience the continuum of housing which could be a motivating factor for them.

Commissioner Delgado stated that assessing what specifically caused the individual's homelessness will offer insight for the direction the Agency could take, as well as assessing the individuals on a case-by-case basis. He also indicated that learning about successful programs in other communities could allow the Agency to piggy-back off of their successes.

Commissioner Aiazzi believes it would be beneficial to staff and the Board to travel to see other successful models. It could help support the project if staff from the supporting agencies; the City of Reno, Washoe County and the City of Sparks also accompanied Agency staff in these visits. It may also be beneficial to hold a joint meeting with these agencies to discuss the direction and focus of the site.

Executive Director Jones reviewed the discussion indicating the direction from the Board is to, in the next six months, tour other programs for ideas, meet with the agencies involved with the Time in Count study to understand why individuals are homeless to ensure the site addresses that, as well as to build units suitable to those needs, and to set up a joint meeting with our community partners to discuss the direction of the site.

Chairman Sullivan covered the Nevada CARES Campus outline provided indicating that the RHA is best suited for building and managing the site. Determining the community's need will create the number of desired units which could be built in phases. Incorporating workforce training opportunities at the site can help individuals develop useful skills to assist them with employment.

Executive Director Jones closed the discussion for items five and six, partnering with existing agencies and identifying funding sources will be determined by the focus of the site once that is decided.

8. Discussion and possible action of RHA's financial resources available for future development and growth of affordable housing opportunities within the community served by the RHA. Discussion may include but is not limited to current funding resources, alternative funding sources, and the Development department's overall plan that may include the scope of future projects and staff positions and duties. (Discussion and Possible Action)

Executive Director Jones indicated that staff is developing a Master Plan with the Rental Assistance Demonstration Program (RAD) having an immediate focus. The RAD consultant recommends a RAD physical assessment of the PH sites, McGraw Court, Stead Manor, Tom Sawyer Village, Silverada Manor and Essex Manor. This process will allow staff to determine what sites will need to involve rehab. It is unlikely that McGraw Court would need rehab as it is the newest site build in 1982. HUD does require a RAD assessment on all of the sites to apply for RAD.

Executive Director Jones proposed to procure a RAD consultant and to advertise an RFP for that in the next 30 days. Funding for this is available under the CFP budget for Public Housing.

The consultant that conducted the RAD assessment recommended to also assess Hawk View Apartments due to its structural needs of \$1.2M. This site may be eligible for Section 18 which would allow for demo and rebuilding on the site. Staff could complete this assessment by September 30, 2021.

The Mineral Manor site will be impacted by the NDOT expansion of the freeway. Staff will hold a follow up meeting with NDOT in July to discuss the project timeline to better plan for the RAD conversion of the site.

The RAD assessment will allow staff to put together a plan for RAD conversion of the Public Housing sites in the next five to ten years.

A new office building is needed. Based on staff's research, keeping within the 89512 zip code would best serve our clients. Chairman Sullivan suggested that there may be some opportunities for housing and commercial office space through the Oddie corridor area.

Staff is working with H+K Architects on the design of the 8th Street property. This property could be built to be permanent units for individuals transitioning from the CARES Campus. Zero and one-bedrooms are being considered or all zero's, if that scenario pans out.

Discussion pursued in regards to the number of units and the target market for smaller properties that the Agency would consider for development.

Executive Director Jones summarized the discussion stating that once staff has direction with the RAD assessment, specific funding sources will be tied to those projects. Filling the Deputy Executive Director position is an immediate need. Staff within the Development department have been modified to better align with the Agency's goals and recruitment for the Director of Development is in process. The Finance department is in need of a director and an additional accounting clerk. That department will need additional positions with the projected growth of the Agency. Adding additional programs will also impact the Admissions department which will also need additional staff positions.

Staff is assessing the Scattered Sites properties. Staff is determining when the properties purchased through the NSP program can be sold. They have an affordability period that may affect how long they need to be held before they can be sold. Staff will determine if an on-staff realtor or if procuring an outside realtor would be the best scenario for selling the Horizon Hills property.

Once the Director of Administration is filled, staff will draft an investment policy to be presented to the Board by September 30, 2021. The Agency can elect to move forward on procuring bonding at any time.

Chairman Sullivan included that he reached out to local elected officials offering assistance with any of their initiatives and any opportunities that the Agency can assist them with within their jurisdictions.

Executive Director Jones continued that the clientele currently served by the Agency shows a large number of elderly and individuals with disabilities which indicate the need for two-bedroom units.

9. Additional items:

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

Executive Director Jones requested a joint meeting between the Development committee and the Board be planned for July.

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

There were no conferences or trainings discussed.

- 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: July 27, 2021; August 24, 2021; and September 28, 2021. (For Possible Action)

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

There was no public comment.

11. Adjournment. (For Possible Action)

Commissioner Delgado 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 1:09 pm.