

MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
December 14, 2021

The December regular meeting of the Board of Commissioners of the Housing Authority of the City of Reno (Agency) was called to order by Vice Chairman Aiazzi at 12:01 pm on Tuesday, December 14, 2021 in the Agency's Boardroom.

Commissioners Present

Mark Sullivan, Chairman **via phone**
Dave Aiazzi, Vice Chairman
Mayor Hillary Schieve **via phone**

Commissioners Absent

Oscar Delgado

Staff Present

Amy Jones, Executive Director
Chuck Zeh, Legal Counsel
Heidi McKendree, Deputy Executive Director
Linda Long, Director of Administration
Jay Earl, Director of Development
Shanika Bumphurs, Director of Asset Management
Darren Squillante, Director of Human Resources
Cori Fisher, Director of Resident Services
Samantha Arellano, Director of IT
Pia Palacios, Rental Assistance Administrator
April Conway, Public Information Officer
Kathy Merrill, Executive Administrative Assistant

Staff Absent

Others Present

Jack Fisher, son-in-law of Dick Scott
Kirstin Fisher, granddaughter of Dick Scott
Calli Wilsey, granddaughter of Dick Scott
Katie Simonson, Family Self-Sufficiency graduate
Shannon Jensen, Chief Operating Officer Step 2
Eric Novak, President Praxis Consulting

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

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

Jack Fisher, son-in-law of Dick Scott
Kirstin Fisher, granddaughter of Dick Scott
Calli Wilsey, granddaughter of Dick Scott
Katie Simonson, Family Self-Sufficiency graduate
Shannon Jensen, Chief Operating Officer Step 2
Eric Novak, President Praxis Consulting

Public Comment. Public comment, if any, must be limited to any item on the agenda which is listed as an item for action by the Board. Comment from the public is limited to three minutes per person, under these items.

There was no public comment.

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

Vice Chairman Aiazzi motioned to move item seven to be heard as the first item and approve the agenda posted on December 9, 2021 with that modification. Vice Chairman Aiazzi seconded the motion. Hearing no further discussion, Vice Chairman Aiazzi called for the question. The vote was all ayes, no nays. Vice Chairman Aiazzi declared the motion carried and the agenda approved.

1. Presentation by Cori Fisher, Director of Resident Services, to Katie Simonson Family Self-Sufficiency graduate. (Discussion)

Director of Resident Services Fisher introduced Ms. Simonson as a recent Self- Sufficiency graduate. Ms. Simonson was a Public Housing resident who has completed the Workforce Development program with a dental assistant certification, is now employed and financially stable no longer needing housing assistance. Ms. Simonson received a check that totaled over \$9,000 for her participation in the program. Ms. Simonson thanked the RHA for its support in helping her achieve her goals.

7. Consider adoption of Resolution 21-12-04 RH authorizing the Executive Director to name the 8th Street property after long-standing past Chairman of the Reno Housing Authority Board of Commissioners, Richard Scott, thereby officially naming the project Richard Scott Manor. (For Possible Action)

Executive Director Jones spoke about Dick Scott's passion for the RHA and its mission. Executive Director Jones read his many accomplishments and board seats Dick Scott sat on throughout his long career of service to the community. Executive Director Jones requested the Board to name the 8th Street project Richard Scott Manor in his honor.

Ms. Calli Wilsey, Scott's granddaughter stated Dick Scott was unable to be present at the meeting, but asked for his letter to be read to the Board. Ms. Wilsey went on to read the letter of gratitude from Dick Scott commemorating him by naming the 8th Street project in his honor.

Vice-Chairman Aiazzi asked the family to choose whether Dick Scott would prefer the project to be named Richard Scott Manor or Dick Scott Manor. He has always been known as Dick Scott in the community, which may be more fitting. The family agreed to consult with Dick Scott for his preference.

Commissioner Schieve expressed her gratitude to Dick Scott as her mentor and supporter, and for his lifelong service to the community. Commissioner Schieve supports naming the project after Dick Scott to recognize him for all of his accomplishments.

Chairman Sullivan echoed the same sentiments stating this is a small gesture for someone that has given so much to the community.

Commissioner Schieve motioned to approve Resolution 21-12-04 RH naming the 8th Street project Richard Scott Manor or Dick Scott Manor with preference being chosen at a later time.

Chairman Sullivan seconded the motion. Hearing no further discussion, Vice Chairman Aiazzi called for the question. The vote was all ayes, no nays. Vice Chairman Aiazzi declared the motion carried unanimously.

2. Approval of the minutes of the closed session of the regular Board meeting held October 26, 2021, minutes of the regular Board meeting held November 16, 2021, minutes of the annual Board meeting held November 16, 2021, and minutes of the emergency Board meeting held December 7, 2021. (For Possible Action)

Commissioner Schieve motioned to approve the minutes of the closed session of the regular Board meeting held October 26, 2021, minutes of the regular Board meeting held November 16, 2021, minutes of the annual Board meeting held November 16, 2021, and minutes of the emergency Board meeting held December 7, 2021. Chairman Sullivan seconded the motion. Hearing no further discussion, Vice Chairman Aiazzi called for the question. The vote was all ayes, no nays. Vice Chairman Aiazzi declared the motion carried and the minutes approved.

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

a) Consider adoption of Resolution 21-12-02 RH authorizing the Executive Director to enter into an agreement with Praxis Consulting Group, LLC for Development Financial Consulting Services. (For Possible Action)

Vice Chairman Aiazzi asked to consider the consent agenda items separately so he may present questions as to item 3(b).

Mr. Novak commented the task order provided to the Reno Housing Authority by his firm was specifically related to preserving Public Housing under the RAD Program, updating the assessment from two years ago, and submitting a RAD application for the complete public housing portfolio.

Chairman Sullivan motioned to approve Resolution 21-12-02 RH. Commissioner Schieve seconded the motion. Hearing no further discussion, Vice Chairman Aiazzi called for the question. The vote was all ayes, no nays. Vice Chairman Aiazzi declared the motion carried unanimously.

b) Consider adoption of Resolution 21-12-03 RH authorizing the Executive Director to present the draft design concept of the 8th Street property located at 1035 8th Street, Reno, Nevada, APN: 008-164-20 comprised of 12 units assigned HUD VASH Project Based Vouchers (PBV) to the City of Reno Council members for approval. (For Possible Action)

Vice Chairman Aiazzi recommended that the exterior cladding material be of commercial grade material for long life expectancy. Vice Chairman Aiazzi further commented on the location of the plumbing fixtures in the preliminary drawings. Director of Development Earl mentioned that the drawings are preliminary at this point allowing for changes. Board members are encouraged to attend the meeting with the design team on December 21st at 3:30 pm to provide input.

Executive Director Jones stated that City Council is required to approve the concept of the design, therefore staff will bring the concept of the 12 units with four studios and eight one-

bedrooms units, the preliminary layout, as well as assigning the units to HUD VASH vouchers to the Council. The Council requested supportive services be tied to the property. The Executive Director will confirm the project needs to go before the Council.

Commissioner Schieve motioned to approve Resolution 21-12-03 RH. Chairman Sullivan seconded the motion. Hearing no further discussion, Vice Chairman Aiazzi called for the question. The vote was all ayes, no nays. Vice Chairman Aiazzi declared the motion carried unanimously.

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

Chairman Sullivan gave an overview of his presentations before the City of Sparks Council and City of Reno Council during public comment asking for support for affordable housing thereby requesting consideration for ARPA funds. He further suggested timely follow up with the councils.

Commissioner Schieve mentioned she would like to speak with the Executive Director separately on a possible large housing initiative.

Vice Chairman Aiazzi recommended creating a sub-committee to allow staff and the Board to act quickly on real estate opportunities.

Commissioner Schieve recommended researching the bonding capacity of the Agency and leveraging opportunities to put forth more affordable housing opportunities within the community. A comprehensive affordable housing plan that includes all jurisdictions to take advantage of the available options would benefit the region as a whole.

Chairman Sullivan stated staff is working on a financial plan that entails the available resources such as an investment plan, etc. which he would like to see come before the Board soon.

Legal Counsel Zeh addressed Vice Chairman Aiazzi's concern of publicly identifying possible property acquisitions stating negotiations can be done in closed session meeting whereas approval of purchases must be done in an open meeting before the public. Legal Counsel Zeh offered to meet with the vice chairman to further clarify the consideration of property acquisitions by the Board.

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

ENTITY-WIDE FINANCIAL REPORT FOR THE 5 MONTHS ENDED NOVEMBER 30, 2021

ITEM NUMBER: 5

PUBLIC HOUSING

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,867,073	1,915,655	(48,582)
Expenditures	2,047,380	2,004,713	(42,667)
Net Surplus (deficit)	(180,307)	(89,058)	(91,249)

Annual vacation buy out, COLA and Step 8 went into affect. There are also three payperiods in October. Maintenance contract costs have increased. Increased dump costs contribute to the unfavorable variance.

HOUSING CHOICE VOUCHER (RENTAL ASSISTANCE and MTW)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	15,747,420	16,444,279	(696,859)
HAP Payments to Landlords	15,271,459	16,156,217	884,758
Fee & Other Revenue	1,229,316	1,417,566	(188,250)
Expenditures	1,319,685	1,498,629	178,945
Net Surplus (deficit)	385,592	206,999	178,593

Favorable to budget. Revenue is higher and being driven by CHAP. CHAP expenses are also higher. Budgeted CHAP revenue is lower than anticipated due to payments paid to landlords being lower. Funds are not drawn until payments are made.

Neighborhood Stabilization Program (NSP)

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	479,434	467,386	12,048
Expenditures	278,735	288,497	9,763
Restricted Surplus (deficit)	200,700	178,889	21,811

Business Activities

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,330,055	1,343,180	(13,125)
Expenditures	727,502	879,608	152,105
Unrestricted Surplus (deficit)	602,553	463,572	138,980

WASHOE AFFORDABLE HOUSING (WAHC)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	10,839,925	11,098,065	(258,140)
HAP Payments to Landlords	10,839,925	11,098,065	258,140
HAP Surplus (Deficit)	-	-	-

Admin and Fee Revenue	415,126	369,740	45,386
Expenditures	309,947	280,880	(29,067)
Unrestricted Profit (Loss)	105,179	88,860	16,319
Net compared to budget	105,179	88,860	16,319

HAP revenue is passed-through monthly to the landlords.

Homeless Prevention Program budgeted low due to the eviction moratorium. Funds are reimbursed by a Nevada Housing

Division grant. The funds remaining to be drawn are \$48,112.73

COCC

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	804,412	809,483	(5,071)
Expenditures	999,199	781,381	(217,818)
Net compared to budget	(194,787)	28,103	(222,889)

Employee benefits were budgeted low. Employment postings, consulting costs, staff training and technical assistance expenses are high during the first 5 months of the fiscal year.

Annual vacation buy out, COLA and Step 8 went into affect. There are also three payperiods in October.

ENTITY-WIDE TOTALS

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	26,587,345	27,542,344	(955,000)
HAP Payments to Landlords	26,111,384	27,254,282	1,142,898
HAP Surplus (Deficit)	475,961	288,062	187,899
Fee & Other Revenue	6,125,416	6,323,010	(197,594)
Expenditures	5,682,448	5,733,708	51,260
Unrestricted Profit (Loss)	442,969	589,302	(146,334)
Net Surplus (deficit)	918,929	877,365	41,565

Possible reforecast as the year continues.

Director of Administration Long explained the COCC budget variance is due to higher expenses during certain times of the year such as employment advertisements, staff training, consulting fees,

and employee wages and benefits adjustments due to extra pay periods. The account may level off as the year proceeds.

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

Executive Director Jones reported NV Energy is working with RHA Elderly Services to provide gifts for our 90 Plus seniors. The Reno Elks Lodge adopted 100 households providing a box of food to cook for the holiday. The local Soroptimist International organization has donated 30 gifts consisting of handmade blankets and gift cards that will be distributed to residents. The Reno bike project donated 40 bikes to RHA youth that participated in the Holiday Card contest. There are 89 RHA family members signed up for the Sky Tavern Ski Program, which is the largest sign up the Agency has seen.

The kickoff meeting for the 8th Street project/ Richard Scott Manor is December 21. The Development committee met regarding the parcel on North Hills Boulevard that the County has suggested as a possible option for the sale of the Fourth Street property. The committee's recommendation is to inquire about increasing the density of the parcel. The drainage ditch is another concern that is being researched as it may be a protected stream.

A Letter of Interest to purchase the Horizon Hills property was submitted that included a request to increase the density to 93 units on the 7.86 acres. The offer is \$1M with a 180-day due diligence period. This will go before the Board at the January meeting or at a special meeting if one is scheduled. The appraisal performed six months ago on the property came in at \$650,000. The requested zoning may not be viable.

A. Update on MTW Activities

- Staff are discussing activities for the upcoming MTW plan.

B. Update on Rental Assistance Voucher Programs / Asset Management

Rental Assistance Voucher Programs

Voucher Type	Total Voucher Allocation	Vouchers Leased as of 12/1/21	Percent Leased	Vouchers Issued Not Yet Leased
Housing Choice Voucher	2,382	2193	92%	207
VASH	416	229	55%	63
EHV	137	1	1%	23
FYI	15	0	0%	0

Number HQS Inspections Conducted by Month	
November 2021	204

Emergency Rental Assistance (CHAP)

Funding Source	Total Funding Awarded	Total Spent to Date	Number Households Approved	Percent Funding Spent
NV Housing Division	\$12,000,000	\$5,662,337	777	51%
Washoe County	\$5,978,772	\$3,799,283	436	68%

City of Reno	\$5,130,000	\$3,654,852	464	74%
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Housing Choice Vouchers (HCV)

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

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

Veteran's Affairs Supporting Housing Vouchers (VASH)

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

Emergency Housing Vouchers (EHV)

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

Foster Youth to Independence Vouchers (FYI)

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

Asset Management

- Public Housing continues to maintain 97% occupancy for all sites.
- Staff will be conducting end of the year unit inspections, as well as quality control inspections of the resident files.
- Staff continues to review and streamline processes and procedures within the department.
- Managers attended the following trainings: Emphasys Ledger Training, Move Out Processing Training, Monthly Collections Training, Annual Log Training, Semi-Annual EIV Training, and Certification Online Training.
- Willie J. Wynn had its first annual Lender Inspection. There were no findings.
- We have open positions posted for Maintenance I and Maintenance Technician. We are interviewing to fill these positions.
- Managers are continuing to clean up ledgers to ensure we have accuracy in charges and payments.
- Managers are continuing to send 30-day non-payment of rent notices, with the focus of collecting owed balances.

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

RHA is so grateful to our wonderful community partners for their generous donations to our residents during this holiday season:

- **NV Energy** has provided RHA with a monetary donation for 90+ year old residents to receive a special gift and is doing an adult diaper drive for our seniors.
- **Reno Elks Lodge #597** has adopted 100 RHA households and will provide each with a box of food to cook a Christmas dinner and a gift for the family.
- **Soroptimist International of Reno** has donated 30 gifts consisting of handmade blankets and gift cards for residents.
- **The Reno Bike Project** donated 40 bikes to RHA youth. All youth that participated in the holiday card contest will receive a bike as a surprise holiday gift.
- **RHA staff, friends, and family** have adopted a total of 52 Public Housing seniors to provide holiday gifts.

Elderly Services:

- RHA is hosting the next three “89512 Neighborhood Connection” events during January, February, and March at Silverada Manor in partnership with the **Food Bank of Northern Nevada, Truckee Meadows Tomorrow**, and the **Washoe County Health District**. These events aim to bring resources and services to seniors in an effort to build cohesion and community in the 89512 neighborhood, while simultaneously working to prevent senior loneliness, isolation and mental health concerns.
- **Reno Sparks Gospel Mission** is providing to-go-style meals to all Public Housing seniors and Willie J. Wynn residents for Christmas.

Youth/Family Activities:

- 89 RHA family members are signed up for the Junior Ski program. **Sky Tavern and Bobo’s Ski & Patio** were generous enough to provide scholarships for an additional 24 youth. The program is set to start the second weekend in January, and nearly every parent of RHA youth attending the program have committed to volunteering at Sky Tavern this year.
- Staff is continuing to work with families to ensure RHA residents have the necessary information on food and gift assistance programs in the community for the holiday season.

Workforce Development:

- The Workforce Development (WFD) department hosted an open house on November 17th to encourage RHA residents to learn about the programs offered. About 30 residents participated, and 6 signed up for the WFD program on the spot.
- Staff is hosting a “career exploration” workshop on January 5th. To start the workshop, there will be a panel of 8-10 local professionals in different career fields to discuss their paths to success and share their experiences. The workshop is open to all workforce development participants, including the youth.

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

D. Update on Public Information Activities

Social Media

- Created posts for RHA social media including Thanksgiving events, smoke alarm checks, landlord promotions, hiring at RHA, WFD, Veterans Day, Hello 89512, and multiple community partners.
- Researched and responded to direct queries on social media.
- Working on a series of year-end accomplishment posts highlighting several areas of RHA operations

Website

- Updated and re-worked several pages of information with IT. This will assist with automatic updates relieving staff of mundane updates to the website.

Media

- Responded to query from RGJ regarding vouchers. No story came of the information.
- Worked with NV Energy and Food Bank for coverage of their food/energy. efficient lightbulb event for seniors at Tom Sawyer/Silverada. Covered by two TV stations.
- Nevada Independent picked up The Imprint's story about RHA's partnership with NYEP for multigenerational housing project

Other

- Working on resident newsletter set for January.
- Finished and posted quarterly employee newsletter.
- Drafted several news releases for future events including RHA Plus 1, County land lease and Jr. ski program.
- Updating Agency branding elements to present to executive staff at a date TBD.
- Began working on RHA "magazine" publications highlighting RHA operations and resident stories.

E. Update on Development Activities

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

- **(CF2019) Stead Manor Sewer Line Replacement and Improvement Building #3 (prototype):** Sewer Replacement on building #3 began July 20, 2021 and completed on August 4, 2021. Information obtained from sewer line replacement was used to prepare accurate plans and specifications for the remaining nine (9) buildings. Plans and Specifications completed and advertised for bid proposals September 24th, 2021. Simerson Construction was the only bidder at \$221,690.00. This is \$66,690 above our cost estimate. Board approved to move funds from other areas to complete project. Simerson Construction will start sewer line replacement in late March or early April.
- **(CF2019) Silverada Chiller Replacement:** Board approved this project replacing Hawk View structural repairs with Silverada Manor chillers (cooling system to the units). Original scope of work (Plans & specifications) to be redone due to limited availability of equipment specified. Staff working on new scope of work and request for bids with allowed alternative equipment. Request for proposals went out December 3, 2021 with bids due January 7, 2021.

- **(Insurance) 2615 Silverada Kitchen Burn Unit:** The kitchen area of this unit burned by Tenant caused fire at stove. Insurance adjusters estimate of repairs \$9042.72. Tenant scheduled to move-out late November/early December. Development staff will conduct thorough inspection after tenant has moved-out to develop accurate scope of work/plans and advertise to contactors for request for proposal to repair.
- **(Insurance) 1202 Hillboro unit 203 Kitchen Burn Unit:** The kitchen area of this unit burned by Tenant caused fire at stove. Development staff conducted thorough inspection after tenant moved-out to develop accurate scope of work/plans and advertise to contactors for request for proposal to repair.
- **(RFQ 2021-10DFCS) Development Financial Consulting Services:** Request for Qualifications advertised Friday September 3rd, 2021. Advertised through our website as well as through the Sparks Tribune and Reno Gazette. Request for proposals open from Tuesday September 7, 2021, through Friday October 1, 2021. Praxis Consulting Group LLC was the only firm to reply to our request.
- **(OPS) Capital Needs Assessment Consultant:** Request for Qualifications advertised September 24th, 2021. Proposal/qualifications packet from applicants due October 28th, 2021. Interviews were conducted Friday, November 5, 2021. AEI Consultants was determined to be the best qualified of the three companies interviewed.
- **(OPS) 8th Street Project:** Development advertised Request for Qualifications for Construction Manager at Risk Services (CMAR) September 1st, 2021. Plenium Builders was the only firm to reply to our request. Plenium Builders presented a pre- construction contract for \$18,000.00. The Board approved entering into contract with Plenium Builders for pre-construction services. Development staff is working with H&K Architects and RHA legal counsel to finalize the design services contract.

F. Update on Information Technology activities

EDMS Implementation Update

- Avero Advisors is continuing to provide Project Management services to allow staff to maintain regular work levels and routines throughout the implementation process.
- Admissions and Information Technology (IT) departments received basic Laserfiche training on 12/13/2021.
- Discovery sessions for Resident Services, Public Information Officer, and Moving To Work (MTW) departments are scheduled to begin 12/15/2021.
- User Acceptance Testing (UAT) was completed on 12/2/2021 for Human Resources (HR) and Rental Assistance. HR and Rental Assistance are projected to “Go-Live” with Phase one the second week in December.
- Staff is currently prepping physical paper files in the Rental Assistance and the Admissions departments in preparation for scanning into the production environment.
- Weekly meetings take place between RHA, GSG and Avero Advisors to ensure expectations and timelines are being met.

G. Update on other Agency activities

- We will continue to monitor mask requirements based on Washoe County and the Governor’s directives.

- Staff continue to conduct meetings with clients in a designated office by appointment.
- Public Housing Resident Council meetings will resume in December and January.
- WAHC has received concerns about Golden Apartments regarding crime, unauthorized occupants, abandoned cars, and lack of management oversight. The November 10th meeting was held and the site conditions improved. Management is addressing tenant violations and tenant concerns. A follow up meeting is scheduled in January.
- Resident Board member Barbara Wilhelms passed away suddenly on November 29, 2021.
- The Executive Director attended a meeting with the BLM to discuss the process to request BLM land for the use of affordable housing.

CARES Act Housing Assistance Program (CHAP)

- The CHAP program continues to provide emergency rental assistance to help families remain in their units. Payment for arrears has started to level out. We are receiving approximately 15 applications per day.
- The Nevada Housing Division has additional funding that can be provided to the RHA to continue to provide emergency rental assistance once the initial \$10M has been exhausted.

Strategic Plan

Nevada CARES Campus

- Washoe County has expressed interest in purchasing the 4.75 acres owned by the RHA to expand the needs of the shelter.
- The Board of Commissioners held an emergency meeting on December 7, 2021 to expedite the lease agreement between the RHA and the County to lease a portion of the 4th Street site due to the cold weather. The lease was finalized and signed on December 8, 2021.
- The County has provided a listing of County owned properties that may be an option for affordable housing.

Development Committee Meeting

- Staff discussed parcel number 552-132-01 located on North Hills Blvd and owned by Washoe County with the Development Committee members as a parcel the RHA may be interested in purchasing. The drainage ditch was discussed which may limit development on a portion of the property. The zoning is currently MDU and the committee commented that a zone change may be a challenge.

Increasing the number of units

- The Preconstruction CMAR Agreement with Plenium Builders is being finalized for the 8th Street project.
- The City of Reno determined they cannot transfer the \$1.15M in CDBG funds to the 8th Street project. The funds can only be used for acquisition of property for affordable housing, not new construction. The City suggested that the funds be used for acquisition of a different property.
- The contract with Praxis Consulting is before the Board of Commissioners at today's meeting.
- Four submissions were received for the RFQ for Critical Needs Assessment Consultant. Staff interviewed three and has selected AEI Consultants. Staff has requested the fee schedule and contract for review.

8. Update and discussion on the NDOT freeway expansion, the impact on the Mineral Manor Public Housing site, project timelines, and funding options. (Discussion and For Possible Action)

Executive Director Jones stated that staff met with NDOT to discuss the freeway expansion. The project timeline has been moved to start in 2028 instead of 2038. To start the project, an Advanced Acquisition, which officially states NDOT's action to take the property for the freeway expansion, is slated for 2025 or 2026 and is approximately a two-year process. Staff would like to formulate a plan for the Mineral Manor site to approach NDOT in the early stages to request funding and to have as little impact on the residents as possible. The RHA will utilize Praxis Consulting in preparation for the acquisition. NDOT would be required to pay the RHA the appraised value of the property at that time.

Vice Chairman Aiazzi commented that the Agency would benefit from understanding what is allowed legally in such an acquisition to allow the Board to be knowledgeable and prudent in the transaction. Due to the accelerated timeline, knowing as early as possible the specific area of the site NDOT is going to be taking will assist the Board and staff in planning for it. Legal Counsel Zeh indicated he has experience with compensation litigation and will address any concerns of the Board during the process.

Deputy Executive Director McKendree inserted that NDOT believes acquisition of the site will take place in Phase IV. It will not be until NDOT is in Phase III that this will be confirmed.

9. Discussion and possible action to determine the 2022 Board Retreat date and to establish discussion items to be placed upon its agenda. (Discussion and For Possible Action)

The RHA Board Retreat is tentatively scheduled for Friday, February 4, 2022 from 8:00 am to 12:00 pm. Vice Chairman Aiazzi requested that Board members email topics for consideration to the Executive Director.

Commissioner Schieve suggested an item for consideration at the retreat include Housing Crisis Relocation Navigators to allow for better access to vouchers. Inviting stakeholders to the retreat, if this is an item for consideration at the meeting, would be beneficial. Legal Counsel Zeh indicated the retreat will be an open meeting and the public is welcome to attend.

Vice Chairman Aiazzi indicated to the Board to bring all topics for consideration to the January meeting to discuss further and narrow as the retreat is time limited.

10. Additional items:

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

There were no other matters of concern.

ii) Reports on conferences and trainings. (Discussion)

There were no conferences or trainings discussed.

iii) Old and New Business. (Discussion)

There was 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: January 25, 2022; and February 15, 2022 (third Tuesday of the month due to the holiday); and March 22, 2022. (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 Schieve motioned to adjourn the meeting. Chairman Sullivan seconded the motion. Hearing no further discussion, Vice Chairman Aiazzi called for the question. The vote was all ayes and no nays. Vice Chairman Aiazzi declared the motion carried and the meeting adjourned at 12:48 pm.