

MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
May 19, 2020

The May regular meeting of the Board of Commissioners of the Housing Authority of the City of Reno (Agency) was called to order by Chairman Scott at 12:02 pm on Tuesday, May 19, 2020. Pursuant to Governor Sisolak's March 22, 2020 Declaration of Emergency Directive 006, the requirement contained in NRS 241.023(1)(b), that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate, is suspended in order to mitigate against the possible exposure or transmission of the COVID-19 (Corona Virus). This meeting was held by video/telephone conference.

Commissioners Present

Dick Scott, Chairman
Mark Sullivan, Vice Chairman
Dave Aiazzi
Barbara Wilhelms

Commissioners Absent

Mayor Hillary Schieve

Staff Present

Amy Jones, Executive Director
Chuck Zeh, Legal Counsel
Mishon Hurst, Deputy Executive Director
Heidi McKendree, Director of Rental Assistance
Brett Simerly, Director of Development
Maribel Martinez, Director of Asset Management
Brent Boynton, Community Outreach Coordinator
Cathy Steed, Elderly Services Administrator
Linda Long, Acting Director of Administration
Kathy Merrill, Executive Administrative Assistant

Staff Absent

Others Present

Stephanie Little, Nevada Legal Services

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

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

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

There was no public comment.

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

It was moved by Commissioner Wilhelms to approve the agenda posted on May 13, 2020. Vice Chairman Sullivan seconded the motion. Hearing no further discussion, Chairman Scott called

for the question. The vote was all ayes, no nays. Chairman Scott declared the motion carried and the agenda approved.

1. Approval of the minutes of the regular Board meeting held February 25, 2020 and the Closed Session minutes from the special Board meetings held February 5, 2020 and February 13, 2020. (For Possible Action)

It was moved by Commissioner Wilhelms to approve the minutes of the regular Board meeting held on February 25, 2020 and the Closed session minutes from the special Board meetings held February 5, 2020 and February 13, 2020. Vice Chairman Sullivan seconded the motion. Hearing no further discussion, Chairman Scott called for the question. The vote was all ayes, no nays with Commissioner Aiazzi abstaining. Chairman Scott declared the motion carried and the minutes approved.

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

- a) Consider adoption of Resolution 20-05-01 RH approving the content and submission of the Authority's FY 2020 Moving to Work Annual Plan and Certifications of Compliance to the U.S. Department of Housing and Urban Development (HUD). (For Possible Action)
- b) Consider adoption of Resolution 20-05-02 RH authorizing the Executive Director to execute the Second Amendment to the amended and restated Moving To Work agreement with the U.S. Department of Housing and Urban Development (HUD). (For Possible Action)
- c) Consider adoption of Resolution 20-05-03 RH authorizing the Executive Director to execute a Technical Amendment to the Authority's FY 2020 Moving To Work (MTW) Plan to allow the Authority to temporarily exclude any increase in household income from rent calculations in both the public housing and housing choice voucher program through December 31, 2020. (For Possible Action)
- d) Consider adoption of Resolution 20-05-04 RH approving revisions to the Housing Authority of the City of Reno's Administrative Plan for Section 8 Housing Choice Voucher, Project Based Voucher and Moderate Rehabilitation Plan to add Section 27, COVID-19 Program Waivers and the MTW Technical Amendment, update Appendix 2 to include recently released FY 2020 HUD income limits for Washoe County and to remove the Moderate Rehabilitation program. (For Possible Action)
- e) Consider adoption of Resolution 20-05-05 RH approving revisions to the Housing Authority of the City of Reno's Admissions and Continued Occupancy Policy of Public Housing Units to add Section 19, COVID-19 Program Waivers and the MTW Technical Amendment and to update Appendix 2 to include recently released FY 2020 HUD income limits for Washoe County. (For Possible Action)
- f) Consider adoption of Resolution 20-05-06 RH approving a budget revision for FY 2018 Capital Fund Program (CFP) NV39P001501-18. (For Possible Action)
- g) Consider adoption of Resolution 20-05-07 RH approving a budget revision for FY 2019 Capital Fund Program (CFP) NV39P001501-19. (For Possible Action)

- h) Consider adoption of Resolution 20-05-08 RH authorizing the Executive Director to modify the Organizational Plan/Staffing Chart thereby adding a janitor position. (For Possible Action)
- i) Consider adoption of Resolution 20-05-09 RH authorizing the Executive Director to execute a contract with Michael's Plumbing in the amount of \$68,375 to replace all angle stops at Tom Sawyer Village, Public Housing Project NV39-P001-103. (For Possible Action)

Executive Director Jones stated the position title in item 2h of Laborer is better suited for the duties assigned. The intent will be to use this position as a temporary position when extra assistance is needed at certain times of the year such as with leaf debris and weed removal throughout Agency sites. The wage of \$43,839.60 does include full-time and benefits. At this point, the intent would be to use this position as a temporary on-call basis. The wage for this position would be \$15.35 per hour.

Commissioner Aiazzi moved to approve Resolutions 20-05-01 RH through 20-05-09 which includes amending Resolution 20-05-08 RH job title to Laborer. Vice Chairman Sullivan seconded the motion. Hearing no further discussion, Chairman Scott called for the question. The vote was all ayes and no nays. Chairman Scott declared the motion carried and the resolutions approved.

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

There were no commissioner reports.

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

ENTITY-WIDE FINANCIAL REPORT FOR THE 8 MONTHS ENDED FEBRUARY 29, 2020

PUBLIC HOUSING

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	2,919,436	2,585,647	333,789
Expenditures	2,936,434	2,811,262	(125,172)
Net Profit (loss)	(16,998)	(225,615)	208,617

HOUSING CHOICE VOUCHER (S8 and MTW)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	11,401,506	11,484,254	(82,748)
HAP Payments to Landlords	11,099,118	11,096,170	(2,948)
<i>HAP Surplus (Deficit)</i>	<i>302,388</i>	<i>388,084</i>	<i>(85,696)</i>
Fee & Other Revenue	1,703,211	1,620,920	82,291
Expenditures	1,692,775	1,806,403	113,628
<i>Unrestricted Profit (Loss)</i>	<i>10,435</i>	<i>(185,483)</i>	<i>195,918</i>
Net Profit (loss)	312,824	202,601	110,223

Neighborhood Stabilization Program (NSP)

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	732,941	723,733	9,208
Expenditures	413,221	470,668	57,447
<i>Restricted Profit (loss)</i>	<i>319,720</i>	<i>253,065</i>	<i>66,655</i>

Business Activities

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	2,075,267	2,043,529	31,738
Expenditures	1,066,589	1,098,987	32,398
<i>Unrestricted Profit (loss)</i>	<i>1,008,678</i>	<i>944,542</i>	<i>64,136</i>

WASHOE AFFORDABLE HOUSING (WAHC)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	15,545,086	16,000,000	(454,914)
HAP Payments to Landlords	15,545,086	16,000,000	454,914
<i>HAP Surplus (Deficit)</i>	<i>-</i>	<i>-</i>	<i>-</i>
Admin and Fee Revenue	646,037	552,826	93,211
Expenditures	446,906	519,670	72,764
<i>Unrestricted Profit (Loss)</i>	<i>199,131</i>	<i>33,156</i>	<i>165,975</i>
Net compared to budget	199,131	33,156	165,975

COCC

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,280,340	1,306,562	(26,222)
Expenditures	1,195,361	1,305,003	109,642
Net compared to budget	84,979	1,559	83,420

ENTITY-WIDE TOTALS

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	26,946,592	27,484,254	(537,662)
HAP Payments to Landlords	26,644,204	27,096,170	451,966
<i>HAP Surplus (Deficit)</i>	<i>302,388</i>	<i>388,084</i>	<i>(85,696)</i>
Fee & Other Revenue	9,357,232	8,833,217	524,015
Expenditures	7,751,286	8,011,993	260,707
<i>Unrestricted Profit (Loss)</i>	<i>1,605,946</i>	<i>821,224</i>	<i>784,722</i>
Net Profit (loss)	1,908,334	1,209,308	699,026

ENTITY-WIDE FINANCIAL REPORT FOR THE 9 MONTHS ENDED March 31, 2020

PUBLIC HOUSING

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	3,253,532	2,908,853	344,679
Expenditures	3,312,899	3,162,670	(150,229)
Net Profit (loss)	(59,367)	(253,817)	194,450

HOUSING CHOICE VOUCHER (S8 and MTW)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	13,163,005	12,919,786	243,219
HAP Payments to Landlords	12,601,677	12,483,192	(118,485)
HAP Surplus (Deficit)	561,328	436,594	124,734
Fee & Other Revenue	1,897,335	1,823,534	73,801
Expenditures	1,906,871	2,032,484	125,613
Unrestricted Profit (Loss)	(9,536)	(208,950)	199,414
Net Profit (loss)	551,792	227,644	324,148

Neighborhood Stabilization Program (NSP)

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	850,215	814,200	36,015
Expenditures	460,379	529,502	69,123
Restricted Profit (loss)	389,836	284,698	105,138

Business Activities

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	2,332,597	2,298,970	33,627
Expenditures	1,191,703	1,231,385	39,682
Unrestricted Profit (loss)	1,140,894	1,067,585	73,309

WASHOE AFFORDABLE HOUSING (WAHC)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	17,441,999	18,000,000	(558,001)
HAP Payments to Landlords	17,441,999	18,000,000	558,001
<i>HAP Surplus (Deficit)</i>	-	-	-
Admin and Fee Revenue	690,527	621,929	68,598
Expenditures	503,533	584,628	81,095
<i>Unrestricted Profit (Loss)</i>	<i>186,994</i>	<i>37,301</i>	<i>149,693</i>
Net compared to budget	186,994	37,301	149,693

COCC

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,439,906	1,469,882	(29,976)
Expenditures	1,347,139	1,468,129	120,990
Net compared to budget	92,766	1,753	91,013

ENTITY-WIDE TOTALS

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	30,605,004	30,919,786	(314,782)
HAP Payments to Landlords	30,043,676	30,483,192	439,516
<i>HAP Surplus (Deficit)</i>	<i>561,328</i>	<i>436,594</i>	<i>124,734</i>
Fee & Other Revenue	10,464,112	9,937,368	526,744
Expenditures	8,722,525	9,008,798	286,273
<i>Unrestricted Profit (Loss)</i>	<i>1,741,586</i>	<i>928,570</i>	<i>813,016</i>
Net Profit (loss)	2,302,914	1,365,164	937,750

ENTITY WIDE FINANCIAL REPORT FOR THE 10 MONTHS ENDED April 30, 2020

PUBLIC HOUSING

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	3,607,702	3,232,059	375,643
Expenditures	3,666,461	3,514,078	(152,383)
Net Profit (loss)	(58,760)	(282,019)	223,260

HOUSING CHOICE VOUCHER (S8 and MTW)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	14,586,360	14,355,318	231,042
HAP Payments to Landlords	14,108,855	13,870,213	(238,642)
HAP Surplus (Deficit)	477,505	485,105	(7,600)
Fee & Other Revenue	2,095,624	2,026,149	69,475
Expenditures	2,116,649	2,258,316	141,667
Unrestricted Profit (Loss)	(21,025)	(232,167)	211,142
Net Profit (loss)	456,480	252,938	203,542

Neighborhood Stabilization Program (NSP)

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	937,228	904,667	32,561
Expenditures	497,325	588,333	91,008
Restricted Profit (loss)	439,903	316,334	123,569

Business Activities

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	2,589,537	2,554,412	35,125
Expenditures	1,326,556	1,363,780	37,224
Unrestricted Profit (loss)	1,262,981	1,190,632	72,349

WASHOE AFFORDABLE HOUSING (WAHC)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	19,542,302	20,000,000	(457,699)
HAP Payments to Landlords	19,542,302	20,000,000	457,699
<i>HAP Surplus (Deficit)</i>	-	-	-
Admin and Fee Revenue	755,339	691,032	64,307
Expenditures	556,466	649,587	93,121
<i>Unrestricted Profit (Loss)</i>	<i>198,873</i>	<i>41,445</i>	<i>157,428</i>
Net compared to budget	198,873	41,445	157,428

COCC

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,603,009	1,633,203	(30,194)
Expenditures	1,502,582	1,631,254	128,672
Net compared to budget	100,427	1,949	98,478

ENTITY-WIDE TOTALS

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	34,128,662	34,355,318	(226,657)
HAP Payments to Landlords	33,651,156	33,870,213	219,057
<i>HAP Surplus (Deficit)</i>	<i>477,505</i>	<i>485,105</i>	<i>(7,600)</i>
Fee & Other Revenue	11,588,438	11,041,522	546,916
Expenditures	9,666,039	10,005,348	339,309
<i>Unrestricted Profit (Loss)</i>	<i>1,922,399</i>	<i>1,036,174</i>	<i>886,225</i>
Net Profit (loss)	2,399,905	1,521,279	878,626

5. Executive Director Jones informed the Board that the CoVid-19 situation presented unprecedented challenges to staff and their support during this time has been incredible. As of this week, all staff are back at the office for the full 40-hour work week. The common areas remain closed. Staff is assisting clients by phone and physical drop boxes have been installed for clients to drop off any necessary correspondence. Maintenance staff is attending to emergencies only at this time. Social distancing is being practiced with staff wearing masks when interacting with the public. Plexiglass barriers will be installed for staff that interact directly with clients in the office setting. A crisis recap meeting will be scheduled with staff to identify areas of successful execution and areas where improvement is warranted. Additional funding has been received from HUD to cover expenses prompted by the CoVid-19 situation. \$426,000 in additional admin fees for the Housing Choice Voucher program and \$198,000 for Public Housing. These monies are required to be spent by December 31, 2020 on activities that relate to any CoVid-19 expenses or other expenses since March 27, 2020. All costs incurred to assist staff and residents related to the pandemic such as extra cleaning, cleaning supplies, toiletry supplies and food for our residents are being tracked to this fund and will be reported to HUD. Staff has begun planning for reopening phase one of the Agency.

Staff would like to expand one current Moving to Work (MTW) activity related to the CoVid-19 to help many families that have lost employment due to the pandemic. These residents continue to incur costs such as utilities and rent and currently they do not have the income to pay for such costs. We are proposing to defer rent increases until January 1, 2021. This will allow those families time, once they return back to work, to pay down other bills they have incurred.

Rental Assistance and Public Housing staff have done an exceptional job processing client files by focusing on decreases in income to make sure families with lost income receive the appropriate decrease in their rent.

Work Force Development staff and the Resident Services Coordinator have worked tirelessly by continuously communicating with our senior residents to ensure their safety and that they have necessary supplies and food. The Agency has received several donations from the community that were distributed to residents. Staff is delivering needed supplies and food to the senior complexes in order to help the seniors stay in their units as directed by the CoVid-19 state mandates. Many residents have shown their appreciation for the staff's efforts in helping them and keeping them safe.

Staff is processing the 105 applications received for the Willie J. Wynn Apartments with 35 files completed thus far. The wait list is currently closed. Washoe County will be referring seniors from shelters, motels or that are homeless for the 12 Project Based Vouchers (PBV) available on the property.

Deputy Executive Director Hurst informed the Board that the Agency typically gives out Student Incentive awards to Agency youth based on select criteria from on their academic performance in school. The Agency receives a donation from the community to purchase these awards. With the CoVid-19 situation effecting the schools as it has, staff created a project for the youth to inspire positive ideas named My Gift to the World. The project focuses on positivity by asking youth what they would give to the world if they had unlimited resources. Deputy Director Hurst then read a few of the heart-felt submissions.

Executive Director Jones clarified that the Agency will be auditing the Eddy House ensuring monies given are associated with occupied beds.

Executive Director Jones stated staff will track all expenses incurred due to the CoVid-19 pandemic. Staff will present an account to the Board designating where this funding could be best used.

A. Update on MTW Activities

- Staff is proposing the following new MTW Activities: sponsor-based subsidy to assist the Eddy House with operating costs of the new homeless youth drop in facility; workforce development apprenticeship program; and the use of reserves for development activities.
- A public hearing was held March 9, 2020 to allow the community to provide input on the proposed plan. No one attended the hearing.
- Due to the COVID 19 Pandemic, RHA staff reviewed our current MTW activity to simplify rent calculations and has proposed an amendment that would expand upon these exclusions and allow for any increase in household income between now and December 31, 2020 to be excluded. Although temporary, RHA anticipates that this will help PH and HCV families as they recover from the financial impact that many have experienced as a result of loss of employment due to the COVID-19 pandemic.
- The plan is before the Board today for approval and submittal to HUD.
- The Technical Amendment is before the Board today for approval and has already been approved by HUD.
- Staff continues to report MTW related expenditures monthly to HUD for reimbursement.

B. Update on Housing Choice Voucher Program / Asset Management

Housing Choice Voucher Program – Heidi McKendree

- Total Voucher Allocation: 2519
- MTW Baseline: 2382
- HUD VASH Allocation: 318
- Housing Choice/Project Based Vouchers issued and leased – 2267
- Housing Choice/Project Based Vouchers issued and shopping – 97
- HUD VASH Vouchers currently issued and leased – 241
- HUD VASH Vouchers currently issued and shopping – 22
- New clients briefed in April 2020 – 0
- Housing Quality Standards inspections conducted in April 2020 – 42
- The Rental Assistance Department has been primarily focusing on processing client income updates to ensure that clients are provided the benefit of a rent reduction as quickly as possible. Numerous decreases in income have been reported since mid-March and the department has been able to process those changes within one to two weeks of the update being reported.
- Processes have been put in place to ensure that department business can continue without interruption. Clients and landlords have experienced little to no disruption in services provided by the department since the health crisis began. Measures implemented in March have been successful in increasing access to staff by means other than face to face contact.
- RHA HQS Inspectors have continued conducting initial inspections to ensure that clients are able to move into units during the COVID-19 pandemic. Biennial inspections have been suspended until it is safe for inspectors and clients to resume face to face contact. Inspections

staff have been working with department staff to complete projects necessary to the department in their downtime.

Public Housing – Maribel Martinez

- Public Housing ended the month of April leased at 98%
- Maintenance is preparing to return to routine work items by purchasing a stock of standard parts including doors, water heaters, and furnace parts. We have experienced a delay in delivery of the parts and ordering ahead will enable staff to repair items timely when the time comes.
- HUD announced REAC inspections are on hold and staff has redirected their attention to other work items and projects.
- COVID-19 has caused a shortage in needed manpower; however, staff continues to work on addressing tenant issues, income changes, and emergency/urgent work orders.

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

Elderly Services/Workforce Development

- The WFD Coordinators are working with our families in working through the COVID-19 pandemic and the economic hardships they are experiencing.
- Resident Services staff continue to connect residents with services and check on our elderly and disabled residents no less than weekly. They are also helping with the deliveries of food and toiletries.
- Agency staff has stepped up and donated a lot of toilet paper, laundry soap, and homemade masks that are being given to our senior population who do not have the necessary resources to obtain them on their own.

Youth Activities

- The WFD Youth Coordinator has been working closing with Resident Services staff to provide information to our families on resources and available programs. She has also been helping deliver food and toiletries to our most vulnerable populations.
- Sierra Nevada Journey announced summer camp is cancelled for 2020. Our Youth Coordinator is working on a plan for a field day or overnight “camp-in” for our youth over the summer.

D. Update on Community Outreach Coordinator

Media

- **Car/house accident:** On February 26, suffering a reported medical emergency, a resident of a Yorkshire Terrace accidentally backed her car into the complex causing severe damage to the building. All three main local television stations shot video of the car and house and featured the story on their websites, without reference to the RHA. At least one station is believed to have mentioned RHA ownership on air.
- **Sarrazin Arms:** KRVN’s Shah Ahmad did a story about the planned sale’s impact on residents. His live shots aired at 4 p.m. and 5 p.m. on March 11th, with the 5:00 version using a sound bite from Brent that indicated the RHA’s commitment to not displacing residents and to keep their rent affordable and the RHA’s appreciation of Jacobs for sharing those commitments.
- **COVID Volunteers:** Reno city councilwoman Naomi Duerr chose Silverada Manor as the focal point of her inaugural Reno COVID Volunteers gathering on March 17. KRVN aired a story on the volunteer effort once that evening and likely the following morning.

- **Census:** Community Outreach assisted journalism students from the University of Nevada, Reno in talking with Mineral Manor residents about the best ways to reach them with census messages. Their efforts were highlighted on KOLO 8 News Now on Sunday, March 15 in a story featuring the students' leader, state Senator Julia Ratti and Brent.
- **No-Eviction Policy:** Marcella Corona of the Reno Gazette-Journal wrote a story that was published online on March 25, quoting Brent, saying the RHA will not pursue evictions of residents for nonpayment caused by financial hardships brought on by the COVID-19 crisis and adding that we're prioritizing income update reports for residents and clients whose income has been cut.
- **COVID-19 Stimulus package:** On March 26, Reporter Brian Bahouth of SierraNevadaAlly.org, and contributor to KUNR and KNPR, created a story about housing impacts of the aid package just approved by Congress. Our response focused upon the economic burdens the shutdown is placing on our residents and clients and on the potential benefits of extending unemployment benefits. We also emphasized working to process income updates as quickly as possible so our clients can get more assistance when possible.
- **Volunteer Food Delivery:** On April 8, the Reno COVID Volunteers, the group started by Reno City Councilwoman Naomi Duerr, delivered boxes of food from the Food Bank of Northern Nevada to seniors who had signed up for Food Bank food at Silverada Manor and Tom Sawyer Manor. Community Outreach sent out a media advisory on April 7, and all three main television stations turned out to shoot the event the next morning. We got on-air coverage on KTVN, KRNV and KOLO during early evening newscasts. Two of Brent's sound bites were included in a report on KOLO's morning news on April 9.
- **Willie J. Wynn Apartments Applications:** Gurajpal Sangha of KOLO-TV interviewed Amy in front of the apartment building about the application process. KOLO featured the story the morning and evening of April 9. Amy's sound bite reflected the positivity of opening a new complex for low-income seniors and hinted at new ways the RHA could serve the community.
- **Willie J. Wynn Apartment Applications:** Daniella Sonnino of KOH radio asked Brent to record about two minutes about the apartments and the process, which she planned to air Monday morning, April 13.
- KTVN, Channel 2, shot video of the Burger King/Campo-sponsored food delivery to residents of Stead Manor, facilitated by Reno Vice mayor Devon Reese on May 25. Only Reese was interviewed.

Social Media

- Community Outreach claimed the official RHA Facebook page and has made repeated attempts to have fake pages, started by non-RHA personnel, removed. Brent set up the official page with appropriate information and is adding administrators as soon as their work identities are approved by Facebook. Community Outreach also worked with Samantha Arellano to set up a Twitter account. Brent has also attended a virtual Twitter seminar.

Agency Messaging

- Community Outreach has worked closely with Executive Director Amy Jones and senior staff to create messaging for both internal and external audiences to explain the RHA's approaches to slow the spread of the COVID-19 virus.

Census grant

- Alerted to the possibility of obtaining a state grant for electronic tablets (iPads) to encourage people visiting our offices to fill out the census on the spot, Community Outreach put together a grant proposal. Upon initial review, the state official overseeing the grants advised that we should apply under a different category. Brent was in the process of reworking the grant proposal to meet different requirements when our offices closed due to COVID-19 concerns.

Without the selling point of a large and somewhat captive audience, Community Outreach suspended the grant process.

Training

- Brent has been attending weekly on-line seminars by the California Public Information Officers association about communication through the COVID-19 crisis on lessons learned, protection of privacy, media pitches and mental health. He has also attended numerous Nikon training seminars online while they were offered free of charge during the month of April.

Photography

- Although on-site meetings have been cancelled, Community Outreach continues to photograph construction progress on the Willie J. Wynn Apartments, roughly on a bi-weekly basis. Photos were also taken of the volunteer food deliveries at Silverada and Tom Sawyer Manors, Stead Manor and Myra Birch Apartments.

Webpage

- Brent has worked with Samantha and Josh to update our website frequently, adding food delivery photos and updated Willie J. Wynn Apartments photos and removing outdated material. He has also worked with Amy and the directors to create some of the COVID-19 messaging on the RHA website.

Community Involvement

- Brent has been participating in meetings of the new group being branded as “HELLO.” It began as a cooperative effort between Renown and Truckee Meadows Healthy Communities designed to address senior self-isolation and loneliness, believed to be the main factors behind the fact that the 89512 zip code has the highest elderly suicide rate, per capita, in the nation. The group won a significant federal grant to fight those problems by encouraging senior interaction with the community. Because the entire thrust of the organization is getting seniors out to socialize, actual execution will be delayed until the COVID-19 threat subsides, but the planning continues.

E. Update on Modernization Activities

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

- (CF 2017) **Silverada Manor Boiler Replacement:** Bids were received March 22, 2019 and Brown & Read was chosen with a total project cost of \$420,000.00. This project is substantially complete and the contractor is currently addressing final punch list items and preparing close out documents.
- (CF 2018) **Tom Sawyer Angle Stop Replacement Project:** Bids were received March 20, 2020 and Michael’s Plumbing was chosen with a total project cost of \$68,375.00. This project is anticipated to go to the May 19 Board meeting for approval and will begin after COVID-19 restrictions are lifted.
- (CF2018) **Myra Birch Sewer Line Replacement Project:** This contract advertised March 18, 2020 with a job walk scheduled on May 13, 2020 and bids due May 29, 2020. This project is anticipated to go to the June Board meeting for approval.
- (CF2018) **Silverada Electrical System Upgrades Project:** Internal planning and preliminary design work continues and a prototype building will be completed prior to advertising the full project. The full project is scheduled to advertise early August 2020 depending on what is discovered during the prototype.

- (2018/2019) **Mineral Manor/Tom Sawyer/Silverada/Hawk View/Essex/McGraw Court Asphalt Replacement Project:** Bids were received February 14, 2020 and Sierra Nevada Construction Inc. was chosen with a total project cost of \$547,007.00. This project started Monday May 11, 2020 and is anticipated to be completed mid-June 2020.
- (OPS) **1245/1247 Carville Court:** Internal planning and preliminary design work will begin again soon and this project is anticipated to advertise early July 2020. This project is anticipated to be completed late 2020.
- (OPS) **2425 Tom Sawyer #B Tub Surround Repair Project:** Internal planning and design work is completed and this project is scheduled to advertise mid to late May 2020. This project is anticipated to be completed August 2020.
- (OPS) **Hawk View Sound/Retaining Wall Repairs:** Bids were received March 20, 2020 and Black Development was chosen with a total project cost of \$15,300.00. Repairs to the retaining wall structure are anticipated to be completed mid-June 2020.
- (OPS) **3585 Mazzone Unit C Tub Surround:** Internal planning and design work is completed and this project is scheduled to advertise mid to late May 2020. This project is anticipated to be completed August 2020.
- (OPS) **880 Fluorite ADA Shower:** Internal planning and design work is completed and this project is scheduled to advertise mid to late May 2020. This project is anticipated to be completed August 2020.
- (OPS) **7969 Chapman Auto Damage to Unit:** This contract advertised March 18, 2020 with a job walk scheduled on April 15, 2020 and bids due May 27, 2020. This project is anticipated to be completed mid-August 2020.

Willie J. Wynn Apartment Project

- The contractor continues to install the buildings mechanical equipment, electrical, plumbing and is currently working on finish plumbing inside. Site work continues with landscaping installation occurring and pavement installation coming soon.

F. Update on other Authority activities

- WAHC staff continues to hold meetings with the new owner and property management company of the Silver Terrace and Centennial Park Apartments and the Community Action Officers with the Reno Police Department to discuss community concerns.
- HUD has extended the contract with WAHC through January 31, 2021. At this time due to COVID 19, HUD has suspended all MORs.
- The Finance Department submitted the agency's annual audit to HUD on March 30, 2020.
- The Finance Department is working with Nan McKay on completing the annual budget.
- Before the Board today, Jacobs has presented a rescission to purchase the Sarrazin Arms Apartments.
- Staff discussion of unit improvements at the Sarrazin Arms and possible rent increases.
- Due to COVID 19, the last six weeks RHA staff has been working a split schedule to ensure safety for RHA staff. Our lobby and all common areas have been closed to the public. Clients have been provided a drop box and email address to submit documents. Staff have been responding via telephone and/ or email. Maintenance staff has only been responding to emergency work orders.
- Staff will return to a 40-hour work week on Monday, May 18, 2020, but lobby and common areas will remain closed and maintenance will continue to only respond to emergencies.

- The RHA has received donations from the community and staff to help our residents stay home during COVID 19. Both Stead Manor and Myra Birch Manor received hot meals and art projects for the kids. Staff has been walking the senior properties multiple times a week with essential items to pass out to residents that need them. We were also contacted by a community member that will now be providing fresh foods from Sprouts every Monday.
- Due to COVID 19, the 90+ celebration has been cancelled.
- I am sad to update everyone that camp for our youth has been cancelled this year.
- The RHA was awarded \$426,272 in additional admin fees under the CARES Act. This funding can be used to cover expenses incurred by the agency due to COVID 19. The funds must be tracked and expended by 12/31/20.
- The RHA was awarded \$195,920 in additional operating funds under the CARES Act. This funding can be used to cover expenses incurred by the agency due to COVID 19. The funds must be tracked and expended by 12/31/20.
- Congress allocated \$400 M in additional Housing Assistance Payments (HAP) to PHAs. This funding has not been awarded as of this date.
- HUD published a PIH notice providing waivers to housing authorities to allow relief in processing requirements and regulatory deadlines. The following waivers will provide relief to RHA processes and deadlines: 12 month extension of CFP obligation and expenditure deadlines, suspension of resident council activities until after 7/31, two year extension of Family Self Sufficiency contracts, required Community Service suspended until the residents' next recertification, and 12 month delay in energy audit deadlines.

G. Strategic Plan

Willie J. Wynn Apartments

- RHA continues to work with Praxis on the development of the Willie J. Wynn
- Q & D continues the site work for the Willie J. Wynn Apartments
- Staff is holding weekly meetings to prepare for the completion of the project
- The estimated completion date is now July 30, 2020
- Q&D has experienced delays due to COVID 19 due to lack of manpower, COVID 19 safety procedures, and material delays
- The Willie J. Wynn waitlist was closed to allow for processing of files received

Development and Land

- Development of Sutro – In process
- 8th Street - Pending
- Land Trust/ Property Acquisition/ Disposal – Staff is continually looking for opportunities that meet the agencies and community needs. Development Committee pending
- Rental Assistance Demonstration (RAD) Program/ NDOT Mineral Manor- portfolio assessment report finalization pending

Finance

- Current financial status, business operations
- Resources / Expansion
- New Funding Sources – Pending – MTW plan 2021 activity for development

Overall Health of the Organization

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

Communications

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

Sarrazin Arms – Tenant Strategy

- Staff will assess unit upgrade costs and strategy to increase rents

Moving to Work Activities

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

Government Affairs

- Public / Private Partnerships
 - Programs – on going
 - Develop Metrics to Measure success
 - Discussion of scheduling a retreat to review strategic plan and priorities
- 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 two personnel grievances upon the Executive Director and the Agency in which an outside agency was retained to investigate the claims. Some matters have been resolved, though some are still pending at this time. Advice and counsel was given on the Sarrazin Arms matter, along with revised language for the agenda due to Governor Sisolak’s emergency directives to comply with the Open Meeting Law, and employment advice under OSHA regarding the CoVid-19 pandemic to ensure the safety of Agency employees.

- 7. Consider adoption of Resolution 20-05-10 RH authorizing the Executive Director to enter into an agreement with Kay-Kay Realty Corporation for Tax Compliance Monitoring Services for the Willie J. Wynn Apartments. (For Possible Action)**

It was moved by Commissioner Wilhelms to approve resolution 20-05-10 RH. Commissioner Aiazzi seconded the motion. Hearing no further discussion, Chairman Scott called for the question. The vote was all ayes, no nays. Chairman Scott declared the motion carried and the resolution approved.

- 8. Discussion and possible action of the establishment of a contingency fund and policy, wherein each Board member may be allocated a predetermined dollar amount to use at their discretion, provided it is relevant to local affordable housing activities and is routed through a local non-profit entity. Discussion to include a determination of the source of such funding, whether funding is limited to the fiscal year, whether funding is made available on a continuous basis such as annually, whether other such factors should be involved in the establishment of such Contingency fund. This matter will be discussed, and the Board retains the option of continuing the discussion, declining to create the fund, herein, or to take such other action as might be suggested by virtue of the discussion before the Board framed by this item. (For Possible Action)**

With Commissioner Schieve's absence, Chairman Scott recommended to hold this item until the next Board meeting. Commissioner Schieve originally brought this item before the Board. The Board unanimously agreed.

- 9. Discussion and potential appointment of up to five (5) individuals to the established Development committee from the following pool of applicants, listed in alphabetical order by last name: McQuatt, Lane P.; Peterson, Christopher; Rodriquez, Yarlani; Wong, Allyson. (For Possible Action)**

Vice Chairman Sullivan moved to appoint Lane P. McQuatt and Allyson Wong to the Development committee. Commissioner Aiazzi seconded the motion. Hearing no further discussion, Chairman Scott called for the question. The vote was all ayes and no nays. Chairman Scott declared the motion carried and the appointments approved.

The Executive Director will inform the appointees of the Board's decision.

Legal Counsel Zeh advised the Board to inform the appointees regarding any possible conflict of interest within the appointee's general work and the Agency. Ultimately, the Board has the final decision on any recommendations from this committee.

The Board agreed to continue to accept applications until a sufficient number of committee members have been appointed. Additional applicants will appear on the agenda for discussion and possible appointment until the committee is filled.

- 10. Discussion and possible action to determine whether to extend the current contract for legal services held with the Law Offices of Charles R. Zeh, with all terms to remain the same, for an additional two year time period, thereby extending the legal services contract with the Law Offices of Charles R. Zeh to May 31, 2022, or whether to entertain the bid process of the Authority's legal contract. The Board may retain the option of taking such action as deemed appropriate to procure a contract for legal services or may take no action. (For Possible Action)**

Commissioner Aiazzi moved to approve extending the current contract for legal services held with the Law Offices of Charles R. Zeh through May 31, 2022. Vice Chairman Sullivan

seconded the motion. Hearing no further discussion, Chairman Scott called for the question. The vote was all ayes and no nays. Chairman Scott declared the motion carried and approved.

11. Discussion and possible action to determine available options to the RHA in respect to the 8th Street property located at 1035 8th Street, APN 008-164-20. Discussion by the Board may include to proceed with the development of the property by the RHA, hold the property as is for a later determined project based on community needs at that time, to return the property back to the City of Reno or take other such action as deemed appropriate based upon the discussion before the Board. (For Possible Action)

Legal Counsel Zeh stated it is a three-and-a-half-year process. Once the contract is signed with the City of Reno the RHA has 24 months to develop a project to be approved by the city manager or the city manager's designee. Once the project is approved, the property will be leased to the RHA for 18 months for \$1, in which the RHA has 18 months to complete the building of the project in its entirety.

With the expansion of the freeway, there may be additional land that becomes available or other parcels that owners may be interested in selling. The Development Committee would be a source of direction for the property.

Executive Director Jones stated funds for the project could potentially come from HOME Funds and/or tax credits. Executive Director Jones will explore possible options that will fit to the current property along with pursuing other possible land opportunities that may become available in the future.

Vice Chairman Sullivan moved to authorize the executive director, with legal counsel assistance, to pursue the execution of the 8th Street contract with the City of Reno. Commissioner Aiazzi seconded the motion. Hearing no further discussion, Chairman Scott called for the question. The vote was all ayes and no nays. Chairman Scott declared the motion carried and approved.

12. Discussion and possible action to execute the rescission to exercise the option to purchase the Sarrazin Arms Apartments (541 W. 3rd Street, Reno NV 89505) as received by the RHA on April 30, 2020 from the buyer. (For Possible Action)

Executive Director Jones stated the original agreement between the parties was entered into in October 2017. The agreement includes a five-year option to purchase the Sarrazin Arms Apartments with a two-year extension. The agreement includes an annual payment of \$25,000 to the Agency due in October. By rescinding the option to purchase, the original agreement will be forthgoing until or if the Agency is notified that the buyer is desirous of exercising the option.

Legal Counsel Zeh further stated, if approval is granted by the Board, the Executive Director will sign documentation with the title company to close the escrow and return the funds, thereby refunding the buyer the escrow deposit of \$10,000.

Vice Chairman Sullivan moved to execute the rescission of the option to purchase the Sarrazin Arms Apartments. Commissioner Wilhelms seconded the motion. Hearing no further discussion, Chairman Scott called for the question. The vote was all ayes and no nays. Chairman Scott declared the motion carried and approved

13. Discussion and possible action to consider improvements to the individual units located within the Sarrazin Arms Apartments (541 W. 3rd Street, Reno NV 89505) by the RHA.

Improvements under consideration by the Board may include flooring, paint, replacement of outdated appliances or other such improvements the Board deems appropriate. The Board may also consider a dollar amount in which the RHA will invest per unit or a specified amount for improvements as a whole project or other such actions as may be deemed appropriate by the Board upon discussion. (For Possible Action)

Executive Director stated she has discussed possible improvements to the units at the Sarrazin Arms Apartments with the manager and onsite maintenance staff. The Sarrazin Arms Apartments staff was eager to hear of the possible improvements to the units. Identified improvements would allow for an increase in the unit rent to \$800 a month.

All units that have aged heaters would favor a replacement. Each heating unit cost is \$1,500. Other suggested scenarios include replacement of flooring, interior paint, appliances, and installation of ceiling fans. The cost for this scenario is \$3,000 per unit and would justify an increase in rent to \$800 per improved unit. Scenario two would include replacement of all of the previously mentioned items along with replacement of the cabinets. This scenario would incur a cost of \$6,200 per unit.

Currently, there are 12 vacancies. The vacant units would be first priority for the improvements. Once the improvements have been completed, the estimated revenue from the increased rent would generate \$43,000 over the next 12 months. Total cost of the full replacement scenario of all 12 units will be \$74,000.

Once the 12 units have been renovated, improvements to the remaining units would be done as they become vacant. Improvements will be completed by the Sarrazin Arms staff who have been responsible for ongoing maintenance at the site. Some units have previously received improvements making the cost lower for those specific units. Agency staff will assess which items need replacing on a unit by unit basis. This approach will lower the overall cost of improvements.

Executive Director Jones recommends replacing heaters, flooring, interior paint, appliances, and ceiling fans for all units unless they have previously been replaced.

Vice Chairman Sullivan noted the importance of the Agency recouping the investment either through the length of ownership or through the appraised value if the property were to sell.

Chairman Scott requested RHA to evaluate each unit for costs and rent evaluation by next month.

Commissioner Aiuzzi commented that updating the 12 vacancies fully at \$6,200 per unit, is a total of \$74,000. The average rent could be increased to \$800 per month. It would take 15 to 16 months to recoup the upgrade costs for the 12 units. The cost of a full upgrade to all 59 units would cost \$365,000. By upgrading the 12 vacancies first, the work performed by the Sarrazin Arms maintenance staff can be assessed to determine if it meets RHA standards. It may also be possible to receive a bulk order discount on some of the replacement items such as heaters and ceiling fans.

Executive Director Jones stated the Agency has adequate funding within the property's account to perform the requested repairs.

Vice Chairman Sullivan moved to approve the remodel of the 12 vacant units at Sarrazin Arms Apartment which is to include an assessment of items in need of replacement and capping the improvement of the 12 units to \$75,000. The 12 units will dictate future improvements on the remaining units. Commissioner Aiazzi seconded the motion. Hearing no further discussion, Chairman Scott called for the question. The vote was all ayes and no nays. Chairman Scott declared the motion carried and approved

14. Additional items:

- i) General matters of concern to Board Members regarding matters not appearing on the Agenda. (Discussion)
Executive Director Jones recommended to schedule a Board Retreat to review and adjust the Strategic Plan. A date will be determined based on availability of the commissioners aiming for October with the retreat location to be held off-site.
- 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: June 23, 2020; July 28, 2020 and August 25, 2020. (For Possible Action)

15. 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.

16. Adjournment. (For Possible Action)

Commissioner Wilhelms moved to adjourn the meeting. Vice Chairman Sullivan seconded the motion. Hearing no further discussion, Chairman Scott called for the question. The vote was all ayes and no nays. Chairman Scott declared the motion carried and the meeting adjourned at 1:27 pm.