

MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
July 28, 2020

The July 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 12:04 pm on Tuesday, July 28, 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
Mayor Hillary Schieve
Dave Aiazzi
Barbara Wilhelms

Commissioners Absent

Staff Present

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

Staff Absent

Others Present

Carina Black, Northern Nevada International Center
Gladys Wilson, Northern Nevada International Center

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 July 22, 2020. 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 agenda approved.

1. Approval of the minutes of the regular Board meeting held June 23, 2020. (For Possible Action)

It was moved by Commissioner Wilhelms to approve the minutes of the regular Board meeting held on June 23, 2020. 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 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 20-07-01 RH authorizing the write-off of vacated tenant account receivables for the Section 8 Rental Assistance Programs. (For Possible Action)
- b) Consider adoption of Resolution 20-07-02 RH authorizing the write-off of landlord accounts receivable for the Section 8 Rental Assistance Programs. (For Possible Action)
- c) Consider adoption of Resolution 20-07-03 RH authorizing the write-off of vacated tenant account receivables for the Low-Rent Public Housing Program. (For Possible Action)
- d) Consider adoption of Resolution 20-07-04 RH authorizing the write-off of vacated tenant account receivables for the unaided properties. (For Possible Action)

Executive Director Jones requested to remove the Housing Choice Voucher (HCV) write-off in the amount of \$23,781 for client number 58595. This will be going to legal counsel today for Request for Judgment. The new write-off total for Section 8 Rental Assistance Programs will now be \$32,477.

Vice Chairman Sullivan moved to approve Resolutions 20-07-01 RH through 20-07-04 RH thereby removing the amount of \$23,781 for the HCV client number 58595 for a new total amount for write-off to be \$32,477. 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 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 12 MONTHS ENDED June 30, 2020**

PUBLIC HOUSING

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	4,254,183	3,878,471	375,712
Expenditures	4,554,368	4,216,893	(337,475)
Net Profit (loss)	(300,186)	(338,422)	38,236

Vacancy cleaning and painting of units have started again. Two units at Mineral Manor needed water heaters. Additional funds went to security camera issues.

HOUSING CHOICE VOUCHER (S8 and MTW)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	17,472,688	17,226,381	246,307
HAP Payments to Landlords	17,195,598	16,644,255	(551,343)
HAP Surplus (Deficit)	277,090	582,126	(305,036)
Fee & Other Revenue	2,974,722	2,431,379	543,343
Expenditures	2,540,713	2,709,978	169,265
Unrestricted Profit (Loss)	434,009	(278,599)	712,608
Net Profit (loss)	711,098	303,527	407,571

COVID-19 revenue received of \$426,272 under Management/Admin Fee Income.

Neighborhood Stabilization Program (NSP)

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,141,709	1,085,600	56,109
Expenditures	627,647	706,001	78,354
Restricted Profit (loss)	514,063	379,599	134,464

Business Activities

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	3,117,670	3,065,294	52,376
Expenditures	1,600,440	1,628,569	28,129
<i>Unrestricted Profit (loss)</i>	<i>1,517,230</i>	<i>1,436,725</i>	<i>80,505</i>

WASHOE AFFORDABLE HOUSING (WAHC)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	23,698,319	24,000,000	(301,681)
HAP Payments to Landlords	23,698,319	24,000,000	301,681
<i>HAP Surplus (Deficit)</i>	<i>-</i>	<i>-</i>	<i>-</i>
Admin and Fee Revenue	928,940	829,239	99,701
Expenditures	647,218	779,504	132,286
<i>Unrestricted Profit (Loss)</i>	<i>281,722</i>	<i>49,735</i>	<i>231,987</i>
<i>Net compared to budget</i>	<i>281,722</i>	<i>49,735</i>	<i>231,987</i>

Washoe Affordable received \$50k for the Homeless Prevention Program from Charles Schwab that was designated for the Enterprise Project. Expenses are down due the hold on MORs and the Homeless Prevention Program has not issued payments since mid-March 2020 due to the eviction moratorium.

COCC

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,976,948	1,959,843	17,105
Expenditures	1,922,837	1,957,505	34,668
<i>Net compared to budget</i>	<i>54,111</i>	<i>2,338</i>	<i>51,773</i>

Additional expenses incurred for Strategic HR Partners.

ENTITY-WIDE TOTALS

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	41,171,007	41,226,381	(55,374)
HAP Payments to Landlords	40,893,917	40,644,255	(249,662)
<i>HAP Surplus (Deficit)</i>	<i>277,090</i>	<i>582,126</i>	<i>(305,036)</i>
Fee & Other Revenue	14,394,171	13,249,826	1,144,345
Expenditures	11,893,222	11,998,450	105,228
<i>Unrestricted Profit (Loss)</i>	<i>2,500,949</i>	<i>1,251,376</i>	<i>1,249,573</i>
Net Profit (loss)	2,778,039	1,833,502	944,537

Overall, we continue to see fluctuation with COVID-19.

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

Executive Director Jones reported the 2021 MTW Plan has been approved by HUD.

Under the governor’s directive, staff is still conducting small briefings and client meetings by appointment only. Maintenance staff have been addressing priority work orders and housekeeping issues within units. Staff are required to wear masks in all common areas and hallways along with any areas where social distancing cannot be followed.

The Agency has partnered with the Reno Bike Project to hold bike camps for our youth at the Public Housing sites. During the camps, youth are learning about bike safety and repairs.

The Agency has been receiving media inquiries since the announcement of the CARES Act Housing Assistance Program (CHAP). The Agency’s press release followed the State of Nevada’s press release. The State has provided five million dollars of CHAP funding to the Agency to administer the program. Further news coverage of the story can be found in the Reno Gazette Journal as well as ThisIsReno.

Leasing of the Willie J. Wynn Apartments has begun. A press release is set to go out to the media outlets later this week. The first resident moved in on Saturday. This individual is from a motel situation.

The City of Sparks would like the RHA to administer its two million dollars in its own CARES Act Housing Assistance Program, which is similar to the state program. This is slated to go before the Sparks City Council for approval and then will come before the RHA Board for approval. Talks have begun with the City of Reno, as they would also like the RHA to administer its own CARES Act Housing Assistance Program funding of five million dollars. This request will also need to go before the Reno City Council and then to the RHA Board for approval. The City of Sparks has \$270,000 in CDBG funds allocated as part of COVID funds in which they would like the RHA to also administer. These funds would have different eligibility requirements than the State’s CHAP funding. Persons requesting assistance are only be eligible for three months of assistance and must qualify under the income requirements of below 80 percent AMI.

6. Receive Report of Legal Counsel: Review by the Housing Authority's legal counsel of the work performed on behalf of the Housing Authority during the reporting period which generally runs from the date of the last Board meeting to the present. (Discussion)

Legal Counsel Zeh reported legal work performed by his firm for the past month consisted of advice and guidance regarding a whistle blowing complaint which has since been resolved, a continuing personnel matter involving an appeal to the Board, advice regarding compliance with Governor Sisolak's various directives, assisting with negotiating and drafting the 8th Street contract that is before the Board today, advice and participation in negotiations of the Nevada Housing Division contract for the CHAP Program, and preparing the amendment to the Executive Director's Employment agreement.

7. Discussion and potential appointment of committee members to the established Development committee from the following pool of applicants, listed in alphabetical order by last name: (1) Griffith, Britton; (2) Wahnefried, Krista; (3) Zaninovich, Andrew P. (For Possible Action)

Executive Director Jones reported she contacted Krista Wahnefried and discussed her interest in the Development committee. Ms. Wahnefried is experienced in Phase 1 environmental review for commercial and residential development. Ms. Wahnefried's interest lies in the future of Reno and affordable housing. This is due to her difficulties of finding herself a home when she first moved to Reno, therefore her interest in serving on the committee is both personal and professional. Ms. Wahnefried stated her experience in conducting Phase 1 environmental reviews would benefit the committee.

Executive Director Jones clarified the terms of the committee are to be staggered which will be determined once the committee has been filled.

Vice Chairman Sullivan moved to appoint Britton Griffith and Krista Wahnefried 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.

Executive Director Jones stated the first Development committee meeting is scheduled for July 29, 2020 at 12:00 pm. Interest in serving as the committee chair will be discussed at this meeting. This recommendation will be brought before the Board for appointment. The committee minutes will be brought before the Board once approved at the committee meeting. Frequency of committee meetings will also be discussed. Any recommendations of the committee will be brought before the Board for further direction to the committee and Agency staff.

8. Collective Bargaining Agreement: The Board of Commissioners will conduct a public hearing to consider the proposed Collective Bargaining Agreement (CBA) between the Housing Authority of the City of Reno and the International Union of Operating Engineers, Stationary Local #39 for the period of Fiscal Year 2021 (July 1, 2020 – June 30, 2021). The Board will also receive and consider the report of the Executive Director on the fiscal impact of the CBA upon the Authority. Public testimony and comment will be taken, provided it is limited to three minutes per person and is reasonably pertinent to the consideration of the CBA and the action the Board should take in response thereto. At the conclusion of the hearing, the Board will take action including, but not limited to, approval of the CBA as written, possible adoption of Resolution 20-07-05 RH approving the CBA, or such other action which the Board deems appropriate as the information

before the Board indicates including direction to staff to continue negotiations. (For Possible Action)

Executive Director Jones stated meetings were held with the International Union of Operating Engineers, Stationary Local #39 in February, and June. These meetings were some months apart due to the COVID-19 pandemic. A tentative agreement between management and the Union has been reached. Discussion between the negotiating team and the Union covered a COLA and merit increase based on the Consumer Price Index (CPI) through May 2020 of 3.5 percent; increasing the Housing Specialist grade position from 16 to 15, which would also warrant increasing the Rental Assistance Specialist I position from 15 to 14; along with further clarification to language in sections 6.4.1, Pre-Termination Hearing; 8.3.1, Call Back Assignments; 11.1.1.12, Holidays; 15.1 inserting "paternity" within the two instances where "maternity" is cited, as well as updating position titles. The total fiscal impact to the Agency is \$182,538. The term of the agreement is one year.

The full section 15; Sick Leave For Maternity will be examined during the next union negotiations to clarify areas where paternity is deemed appropriate. The Board recommended that future union agreements be set for a period longer than one year.

Vice Chairman Sullivan moved to approve Resolution 20-07-05 RH. 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 resolution approved.

- 9. Discussion and possible action to consider the Cost Of Living Adjustment (COLA) value for the Executive Director as calculated through the formula of the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) by the Bureau of Labor Statistics as determined by the Social Security Act. Discussion and possible action upon the Executive Director's salary which may include, but not be limited to, a compensation adjustment retroactive to April 1, 2020, based on COLA as determined by the Board. The Board may define and adopt the COLA for inclusion in the Executive Director's compensation package, adopt and include a modification, or reject additional compensation based upon a COLA as determined by the Board. (For Possible Action)**

Vice Chairman Sullivan motioned to move agenda item number nine and ten to the August meeting. 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.

- 10. Discussion and possible action to approve the proposed First Amendment to Executive Director's Employment Agreement, including an adjustment to compensation retroactive to April 1, 2020. The Board may approve the draft First Amendment to Employment Agreement, approve it with modifications, or reject the draft First Amendment to Employment Agreement. (For Possible Action)**

Items of concern within the contract were discussed by the Board. The Board directed the Executive Director to confer with legal counsel on the items discussed regarding the agreement, then allow the Board to review the revisions prior to the next meeting.

Vice Chairman Sullivan motioned to move agenda item number nine and ten to the August meeting. 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.

11. Consider adoption of Resolution 20-07-06 RH authorizing the Executive Director to enter into an agreement with the Nevada Housing Division (NHD) to administer the five-million-dollar grant for the CARES Act Housing Assistance Program. (For Possible Action)

Executive Director Jones indicated this funding is specifically for individuals who are having difficulty paying rent due to a loss of income directly related to COVID-19. Governor Sisolak instituted a moratorium on evictions as of March 2020. This moratorium will now be phased out and effective September 1, 2020, landlords can proceed with evictions. Loss of income due to job loss or reduction in hours has impacted many Nevadans. The Nevada Housing Division requested \$30 million dollars from the State of Nevada Treasury Department to implement this program, which was approved and distributed to the Nevada Rural Housing Authority, Clark County and the RHA. Clark county is currently administering a similar program through 14 non-profit agencies, in which this rental assistance program has been designed around.

This funding would provide up to nine months of assistance for individuals found eligible for the program if their loss of income is due to COVID-19. Rent payments can be paid retro to landlords back to April 1, 2020 with redetermination of eligibility every three months.

The Agency is familiar with paying landlords and has processes in place, the capability, and the experience to administer these funds. To properly staff the program, the Agency would need to employ seven temporary staff to work 40 hours a week. Staff is considering residents for these temporary positions. Some current staff have been reallocated to work on the program.

The Agency will receive a 10 percent admin fee, broken into two areas, consisting of front loading the five million dollars and providing \$200,000 in admin fees. The program will be reassessed in September 2020. Funds may be reallocated at that time between the three agencies depending on need. If funds remain with the Agency, a request for the additional \$300,000 in admin fees would be made to continue administering the program.

As of today, the Agency has received 817 applications and 9,622 inquiries for the program. Staff will monitor the program closely, tracking monies allocated to the program. Weekly reports will be made to the Nevada Housing Division that detail the number of applications received, funds paid out and committed funds that are still needed.

Commissioner Schieve believes this program will be in high demand and is in favor of hiring an outside contractor to handle the extra workload. She is concerned that roadblocks may impact individuals and families that need help. Some current policies may need to be examined to lessen the effect on individuals that have committed offenses decades ago. Streamlining the processes to receive this assistance is critical. It would be beneficial to the community if the Agency could examine its processes and identify any roadblocks that could be modified.

Vice Chairman Sullivan agreed to the possibility of contracting the program out. His concern is with overburdening the staff and further indicated there may be more similar funding coming out in the future that would have to be administered adding to the Agency's workload.

Executive Director Jones indicated staff brought on for the program will be temporary help. Funds are required to be expended by December 31, 2020.

Legal Counsel Zeh indicated there are two areas in the contract that need to include specific language to further protect the Agency. Chairman Scott agreed with the counsel's recommendation.

Chairman Scott reiterated that the Agency could hire an outside contractor and still allow for program oversight.

Legal Counsel Zeh stated the current contract language reads that the "RHA may not assign or delegate any of its rights, interests or duties under this agreement without prior written consent of the Division." He further questioned if this option would need to be added to the contract itself.

Chairman Scott directed the Executive Director to discuss the option of an outside contractor with the Division to expedite available options.

Vice Chairman Sullivan moved to approve Resolution 20-07-06 RH, to modify the language by inserting the word "incurred" into the contract as recommended by Legal Counsel Zeh, and to authorize the Executive Director to determine the practicality of contracting out administration of this funding. 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 resolution approved.

12. Consider adoption of Resolution 20-07-07 RH authorizing the Executive Director to enter into an Interlocal agreement with the City of Reno for the development of an affordable housing project situated on the 8th Street property located at 1035 8th Street, Reno, APN 008-164-20. (For Possible Action)

Executive Director Jones stated uses for this property are restricted with an income requirement of 40 percent AMI which makes it necessary to attach vouchers to any units built on the site. It is estimated that the number of units that would fit onto the site to be 6 to 8. The Authority is in favor of partnering with community agency's such as homeless youth and will also consider additional agencies that assist other vulnerable populations. Staff will discuss the site with the RHA Development committee to evaluate the best use for the site. Legal Counsel Zeh clarified the project chosen will need to go before the Reno City Manager or its designee for approval.

Vice Chairman Sullivan moved to approve Resolution 20-07-07 RH. 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 the resolution approved.

Vice Chairman Sullivan commented that in some instances, lack of flexibility binds up the process of moving forward. He would like staff to employ as much leniency as possible to individuals and families interested in our programs.

Commissioner Schieve directed the Executive Director to review the Authority's policies and communication to individuals and families to determine areas where consideration to certain circumstances can be eased. Offering tools and suggestions as an alternative to those requesting assistance of our programs if they do not qualify, shows compassion and empathy.

Executive Director Jones indicated that many of the restrictions imposed on the Agency are set at the Federal level. She will have staff review the current outgoing communication for areas of

improvement along with identifying Agency owned properties to identify where additional flexibility can be applied.

13. Discussion and possible action to consider the assessment of further improvements to remaining individual units located within the Sarrazin Arms Apartments (541 W. 3rd Street, Reno NV 89505). (For Possible Action)

Executive Director Jones updated the Board on the progress of the improvements to the 12 individual units located at Sarrazin Arms Apartments. She recommended that the Board revisit this item once the improvements have been completed, possibly in August, to discuss whether the Board would like to move forward with improvements to additional units. The Board was in agreement with the recommendation.

14. Discussion and possible action to determine the usage of HUD's CARES Act funding provided to the RHA to prevent, prepare for, or respond to the COVID-19 pandemic to maintain normal operations and take other necessary actions for the health and well-being of families and individuals served by RHA programs and of staff. (For Possible Action)

Executive Director Jones stated the Agency's computer system is outdated and inefficient. She further identified vehicles that need replacement that include two vans for the Youth program and the purchase of an additional truck for the Development department.

Commissioner Schieve stated she would like to explore options to offer low cost internet access to the Agency's families with school-aged children.

Executive Director Jones indicated staff is looking into options to bundle services with Charter for a lower cost. Staff is also reaching out to other housing authorities to see what they offer residents. Staff has been in discussions for ways to support our residents, specifically youth, without internet accessibility.

Commissioner Schieve suggested the possibility of the Agency purchasing a T1 line for resident use.

Vice Chairman Sullivan offered the possibility of partnering with the school district where the Agency can offer a computer lab for youth in the community rooms. Wireless communities would be a great benefit to all residents.

Commissioner Schieve expressed the idea of the Agency being the connectivity provider for its residents. There may be a possibility to offer remote access thorough companies such as Switch. Commissioner Schieve will research companies that may be able to offer connectivity to residents as she believes it is important to allocate some CARES Act funding toward internet access for families.

Executive Director Jones offered to research service providers and to discuss this matter with Commissioner Aiazzi.

Vice Chairman Sullivan indicated to wait on spending all of the funds until staff can research costs and viability of a way to offer distance learning to school-aged youth.

Commissioner Schieve questioned the purchasing of vehicles under the CARES Act.

Executive Director Jones clarified that the Agency has authority to spend this funding on day to day operations.

Commissioner Aiazzi agreed to approaching the school district as a partnership for student access to the internet. The school district may be able to use some of the sales tax money to help students learn from home. His opinion is that a T1 line would be difficult as it is costly. Commissioner Aiazzi stated restrictions of the pandemic may extend beyond the end of the year and that funding may need to be reserved to prepare for that. He further suggested to move forward with purchasing the vans and half of the budget of the computer system while reserving the remaining funds for future needs.

Commissioner Schieve questioned if school districts have their own connectivity. Commissioner Aiazzi stated a law was passed that governments cannot provide internet access, but he is unsure if that law is still enforced. The Agency's situation of "tenants" may be different in regards of the RHA providing the internet service. The school district could use the sales tax fund for this, as it can be slated as construction as the new cabling could warrant new construction. It could be possible to have the legal restrictions lifted during this unprecedented time. Commissioner Schieve asked Commissioner Aiazzi to pass along to her the specific legislation on this matter for further research.

Commissioner Aiazzi moved to purchase the two vans requested by the Executive Director and to remove \$200,000 from the computer budget with the intention of providing that amount from other Agency funding sources. It is important to make this happen in a timely manner. If providing internet to residents is not feasible, we will then return the \$200,000 back to the computer budget.

Vice Chairman Sullivan stated he would like staff to research the idea of partnering with the school district to provide internet access to residents and to get back to the Board in one week.

Vice Chairman Sullivan seconded the motion. Chairman Scott clarified the motion to cut \$200,000 out of the CARES Act funding budget presented by staff to save toward the resident connectivity project and to spend \$104,000 on two vans and a pickup truck. Executive Director clarified the discussion only included the two vans and not the pickup truck.

Commissioner Aiazzi clarified the motion to take the budget for computers down to \$259,000 and directed staff to find the \$200,000 needed to fulfill the IT budget presented.

Sullivan we can find that money in the next month too all we got to do is look in our budget to see where there is access.

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 motion approved.

15. Additional items:

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

There were no further matters to discuss.

- 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: August 25, 2020; September 22, 2020 and October 27, 2020. (For Possible Action)

14. 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.

15. Adjournment. (For Possible Action)

Commissioner Wilhelms moved to adjourn the meeting. 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 meeting adjourned at 1:46 pm.