

MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
September 22, 2020

The September regular meeting of the Board of Commissioners of the Housing Authority of the City of Reno (Agency) was called to order by Vice Chairman Sullivan at 12:02 pm on Tuesday, September 22, 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

Mark Sullivan, Vice Chairman
Mayor Hillary Schieve
Dave Aiazzi
Barbara Wilhelms

Commissioners Absent

Dick Scott, Chairman

Staff Present

Amy Jones, Executive Director
Chuck Zeh, Legal Counsel
Mishon Hurst, Deputy Executive Director
Heidi McKendree, Director of Rental Assistance
Maribel Martinez, Director of Asset Management
Matt Robinson, Director of Development
Ryan Aeschlimann, Director of Administration
Cathy Steed, Elderly Services Administrator
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.

Carina Black with Northern Nevada International Center addressed agenda item 11. Ms. Black introduced her organization, the Northern Nevada International Center, which is a non-profit organization affiliated with the University of Nevada Reno. Their organization assists refugees

and victims of trafficking. Ms. Black expressed their dire need of transitional housing for their clients. Ms. Black requested to begin a conversation with the RHA on any of the housing sites that might be a good match for their clients.

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

It was moved by Commissioner Schieve to approve the agenda posted on September 17, 2020. Commissioner Wilhelms seconded the motion. Hearing no further discussion, Vice Chairman Sullivan called for the question. The vote was all ayes, no nays. Vice Chairman Sullivan declared the motion carried and the agenda approved.

1. Approval of the minutes of the regular Board meeting held August 25, 2020. (For Possible Action)

It was moved by Commissioner Schieve to approve the minutes of the regular Board meeting held on August 25, 2020. Commissioner Wilhelms seconded the motion. Hearing no further discussion, Vice Chairman Sullivan called for the question. The vote was all ayes, no nays. Vice Chairman Sullivan declared the motion carried and the minutes approved.

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

a) Consider adoption of Resolution 20-09-01 RH authorizing the Executive Director to modify the Organizational Plan/Staffing Chart thereby changing the current Construction Inspector position title to Project Manager, as well as adding an additional Project Manager position. (For Possible Action)

Commissioner Schieve moved to approve Resolution 20-09-01 RH. Commissioner Wilhelms seconded the motion. Hearing no further discussion, Vice Chairman Sullivan called for the question. The vote was all ayes and no nays. Vice Chairman Sullivan declared the motion carried and the resolution 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 2 MONTHS ENDED AUGUST 31, 2020**

PUBLIC HOUSING

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	669,789	721,184	(51,395)
Expenditures	673,876	793,040	119,164
Net Profit (loss)	(4,087)	(71,856)	67,769

We requested and received \$58,743.31 of the \$195,525 additional operating subsidy funds for COVID-19.

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

HOUSING CHOICE VOUCHER (S8 and MTW)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	2,880,894	2,857,071	23,823
HAP Payments to Landlords	3,128,427	2,857,071	(271,356)
<i>HAP Surplus (Deficit)</i>	<i>(247,533)</i>	<i>-</i>	<i>(247,533)</i>
Fee & Other Revenue	981,730	287,067	694,663
Expenditures	455,999	471,822	15,823
<i>Unrestricted Profit (Loss)</i>	<i>525,730</i>	<i>(184,755)</i>	<i>710,486</i>
Net Profit (loss)	278,197	(184,755)	462,953

Additional COVID-19 administration fees of \$515,690 were received this month.

HAP payments higher from loss of income due to COVID-19. MTW activity allows for reimbursement which will be reflected in future months.

Neighborhood Stabilization Program (NSP)

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	188,518	184,569	3,949
Expenditures	100,087	107,686	7,599
<i>Restricted Profit (loss)</i>	<i>88,431</i>	<i>76,883</i>	<i>11,548</i>

Business Activities

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	501,103	554,820	(53,717)
Expenditures	249,660	307,489	57,829
<i>Unrestricted Profit (loss)</i>	<i>251,443</i>	<i>247,331</i>	<i>4,112</i>

Vacancies at Sarrazin reflecting lower revenue

WASHOE AFFORDABLE HOUSING (WAHC)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	4,317,353	3,776,813	540,540
HAP Payments to Landlords	4,317,353	3,776,813	(540,540)
<i>HAP Surplus (Deficit)</i>	-	-	-
Admin and Fee Revenue	134,795	111,668	23,127
Expenditures	98,780	121,610	22,830
<i>Unrestricted Profit (Loss)</i>	<i>36,015</i>	<i>(9,942)</i>	<i>45,957</i>
Net compared to budget	36,015	(9,942)	45,957

FY21 Budget Homeless Prevention Program is included and this program has not resumed.

Actual revenue and expenses were budgeted low and will need to be reforecasted to reflect actual figures.

COCC

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	331,036	384,331	(53,295)
Expenditures	298,637	354,224	55,586
Net compared to budget	32,399	30,107	2,291

ENTITY-WIDE TOTALS

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	7,198,247	6,633,884	564,363
HAP Payments to Landlords	7,445,780	6,633,884	(811,896)
<i>HAP Surplus (Deficit)</i>	<i>(247,533)</i>	-	<i>(247,533)</i>
Fee & Other Revenue	2,806,971	2,243,639	563,332
Expenditures	1,877,039	2,155,871	278,832
<i>Unrestricted Profit (Loss)</i>	<i>929,932</i>	<i>87,768</i>	<i>842,164</i>
Net Profit (loss)	682,399	87,768	594,631

Overall, operating \$594,631 favorable to budget, however, we will continue to see fluctuation over the upcoming months due to COVID-19 funding.

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

Executive Director Jones introduced Matt Robinson, Director of Development. Director of Development Robinson gave a brief overview of his previous work experience with the Airport Authority for the Reno-Tahoe International Airport.

Executive Director Jones introduced Ryan Aeschlimann, Director of Administration. Director of Administration Aeschlimann gave a brief overview of his education and work experience with public accounting, Intuit and Sutton Place.

Executive Director Jones stated RHA is working with the Washoe County School District (WCSD) to obtain laptops for Public Housing youth for distance learning. The laptops will be maintained by each school. WCSD will perform the administration and maintenance of the laptops. WCSD will enter into contracts directly with RHA families. These laptops will be maintained by WCSD and retained specifically for RHA youth.

Deputy Executive Director Hurst reported that due to COVID 19, summer camp was not available to RHA youth. Sierra Nevada Journeys sponsored one RHA family to spend a weekend in one of their cabins on their property. The family was able to experience their first ever family vacation. All the food and activities were provided to the family by Sierra Nevada Journeys. The family was very appreciative of the opportunity.

Executive Director Jones stated the CDC has implemented a halt on evictions. The current eviction moratorium under the governor's directive is more restrictive and will remain in place until October 15, 2020. As it stands, if a family is served an eviction notice, they may fill out a declaration form which will halt the eviction until December 31, 2020. The RHA will inform clients of the CDC halt on evictions, as well as have the declaration form available.

To date, the RHA has received over 20,000 inquiries on the website for the CARES Act Housing Assistance Program (CHAP) and 2,197 applications. Included in that application number are 602 applications from the City of Sparks. The City of Reno CHAP agreement is before the Board today for an additional \$1.5 million in funding to assist residents of Reno. Temporary staff has been hired to handle the increased workflow. Staff has worked effortlessly to streamline the necessary paperwork requirements. The challenge has been in receiving the required documentation back from the individuals. Nevada Rural Housing Authority and Clark County are experiencing similar challenges.

Executive Director Jones answered questions of the Board regarding the paperwork process, recertification requirements, and how staff is working with current clients of RHA programs on repayment agreements if they do not qualify for the CHAP programs.

A. Update on MTW Activities

- Due to the COVID 19 pandemic, RHA staff reviewed our current MTW activity to simplify rent calculations and implemented 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.
- The MTW Plan was approved on July 28, 2020. Staff is working with the Eddy House to create a process for monthly invoicing of beds occupied.
- Staff continues to report MTW related expenditures monthly to HUD for reimbursement.

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 – 2265
- Housing Choice/Project Based Vouchers issued and shopping – 90
- HUD VASH Vouchers currently issued and leased – 237
- HUD VASH Vouchers currently issued and shopping – 24
- New clients briefed in August 2020 – 1
- Housing Quality Standards inspections conducted in August 2020 – 339

Public Housing – Maribel Martinez

- Public Housing ended the month of August leased at 99%
- Maintenance continues to strive and progress with the workload despite limitations. They are preparing for the seasonal change, turning off swamp coolers, irrigation systems, winterizing the chillers at Silverada Manor and coming up with a plan for leaf clean up.
- Due to COVID 19 work crews are not an option. Non-touch thermometers have been provided to all staff and staff is required to take temperature readings when interacting with residents. Prior to entering the unit maintenance continues to ask if anyone in the household has any symptoms related to COVID 19 and is now taking temperature readings of everyone in the household.
- Maintenance will be conducting a trial run on a new paperless work order system this week.
- Training will be held next week for maintenance on the new Silverada Manor boilers.
- We continue to experience a delay in delivery of parts such as appliances due to COVID 19 and shortages.
- Our research administrator has joined our team, we are interviewing for maintenance I and have hired a new assistant manager
- The angle stop replacement project at Tom Sawyer Village and the sewer line replacement project at Myra Birch have gone smoothly with no issues reported to management by residents or staff.

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

Elderly Services

- RHA staff continue to facilitate weekly donations of fresh groceries from Sprouts. Senior residents receive donations of fruits, veggies, bread, eggs, etc. at Silverada Manor every Monday morning.
- RHA staff continues to facilitate the Washoe County lunch program for Silverada, Tom Sawyer, and McGraw seniors daily, Monday through Friday.
- RHA is partnering with the Food Bank of Northern Nevada to provide a box of nonperishable food and a bag of fresh produce monthly to RHA seniors. Starting in October, the Food Bank will also be providing RHA seniors with an additional two days of fresh produce distributions through the “Produce on Wheels” program.

- RHA is partnering with Immunize NV to provide an immunization and flu shot clinic to public housing seniors.

Resident Services

- The WFD Coordinator has been focusing on recruiting new participants into the traditional FSS program. During the month of August four new clients signed up.
- The Coordinator continues offering referral services, goal setting, and one on one case management.
- During the month of August, two participants graduated from the traditional FSS program with escrow accounts totaling over \$10,000 each.

Youth Activities

- A survey was sent to 251 public housing families with school-aged children regarding their needs to complete distance learning successfully at home. We received 106 responses. According to the survey, 90 households are in need of a device, and 34 households need internet access.
 - In working closely with WCSD, a contract is in the works for RHA to fund the purchase of 125 laptops for the use of RHA public housing students only. These laptops will be reserved for RHA youth in the upcoming school years.
 - The Youth WFD Coordinator requested hotspots through WCSD on behalf of the 34 public housing families in need of internet access for distance learning.
 - An additional eighteen laptops were donated to RHA public housing youth needing the assistance for distance learning by a community member wishing to remain anonymous.
- RHA is partnering with Note-Able Music Therapy to provide a series of six sessions of music therapy to a socially distanced, small group at Essex Manor.
- RHA's annual holiday card contest directions have been mailed to all family site public housing households with youth. Because of the closure of the community rooms and social distancing, youth will create their art at home and return it to the RHA Youth WFD Coordinator.
- RHA is partnering with the Boys & Girls Club of Truckee Meadows and Sierra Nevada Journeys to send a RHA Public Housing family from Stead Manor to a Family Camp at Grizzly Creek Ranch free of charge for the weekend of September 18-20.
- RHA is partnering with Immunize NV to provide an immunization and flu shot clinic to youth in public housing. With parental consent, youth will be able to get all immunizations required to attend school, as well as a flu shot.

D. Update on Community Outreach Coordinator

Media

- CHAP: KOLO-TV's Ed Pearce interviewed Amy about the CARES Housing Assistance Program (CHAP) on August 31 as part of his story about changes in eviction decrees. On that date, Governor Sisolak extended the statewide moratorium on evictions. A complete story aired that evening.
- Reno Emergency Assistance: On September 11, Community Outreach coordinated with the City of Reno staff on their news release announcing a similar program for Reno residents, to be funded through the City and to be administered by the RHA.

Videography

- Community Outreach has completed the rough edit of a video to commemorate the opening of the Willie J. Wynn Apartments. The video is intended for use on the RHA's web page.
- Brent has continued to photograph Family Self Sufficiency graduates as they were presented their checks in hopes of promoting the program and getting more participation by online and social media publicity.
- Community Outreach has been involved in the selection of the Wisetail Learning Management System and in planning how it may be used for on-line briefings.

Social Media

- Community Outreach has created regular posts for the RHA Facebook page.

COVID Planning

- Community Outreach arranged a COVID 19 meeting on September 3 in which directors and other agency staff discussed ways of improving the RHA's efficiency and customer service as the pandemic continues to limit in-person meetings.

Community Partners

- Community Outreach continues to represent the RHA at meetings of PREPARE Washoe, the regional emergency planning group.

E. Update on Modernization Activities

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

- **(CF2017) Silverada Manor - Boiler Replacement Project:** Brown & Read was awarded the contract in the amount of \$420,000. Work began on September 3, 2019. The contractor has completed the installation of the boilers, passed State inspection, and is now waiting for the City of Reno inspection to be scheduled.
- **(CF2018) Tom Sawyer - Angle Stop Replacement Project:** Michael's Plumbing was awarded the contract in the amount of \$68,375. Work began on August 17, 2020 and is roughly 50% complete.
- **(CF2019) Silverada Manor - Breaker Replacement Project:** Triumph Electric was awarded the contract in the amount of \$19,700. Triumph Electric will be providing RHA a start date and schedule in the coming days.
- **(CF2018) Myra Birch Sewer Line Replacement Project:** Simerson Construction was awarded the contract in the amount of \$52,690. Work began on August 25, 2020 and is roughly 75% complete.
- **(OPS) 2425 Tom Sawyer #B Tub Surround Project:** Bruce Purvis Construction was awarded the contract in the amount of \$5,098. Work began on August 10, 2020 and this portion of the project is now complete. A separate phase of this project has been created to abate the ACM (asbestos containing materials) from the dining/kitchen flooring mastic and replace with new VCT tiles. We are currently getting proposals for phase 2.
- **(OPS) Hawk View Sound Wall Project:** Black Development was awarded the contract in the amount of \$15,300. Work began on July 29, 2020 and has now been completed as of August 31, 2020.

- **(OPS) 3585 Mazzone #C Tub Surround Project:** RCM Construction was awarded the contract in the amount of \$3,204.71. Permits have been obtained and the contractor will be tentatively starting on September 14, 2020
- **(OPS) 880 Fluorite ADA Shower Project:** Gilliam Construction was awarded the contract in the amount of \$7,100. Permits have been obtained and the contractor will be providing a schedule.
- **(OPS) 7969 Chapman Insurance Repair Project:** Advance Installations was awarded the contract in the amount of \$13,790. Work began on August 5, 2020 and has now been completed as of September 4, 2020. The unit has been released to maintenance for final punch list items.
- **(OPS) Hawk View Structural** – A detailed site structural reconnaissance was requested from RHA to McElhaney Structural Engineers to provide a ROM (Rough order of Magnitude) on correcting the structural shifting of the interior footings of multiple buildings at Hawk View. The reconnaissance and needing consulting has been proposed at \$9,400.
- **(N/A) 1035 8th Street Property** – Is in conception and will be able to provide more details in the coming months.
- **(N/A) Horizon Hills** – Is in conception and working toward an Architectural RFQ.

F. Update on other Agency activities

- WAHC staff has resumed conducting MORs in Las Vegas during the month of August.
- HUD has approved a one-time payment to reimburse multifamily owners participating in the PBCA program for COVID 19 related expenses. WAHC will process and approve these requests during the month of August.
- Charles Schwab Bank has requested to reallocate the \$50,000 in funds initially awarded to the RHA for technical assistance with Enterprise Community Partners. The funds will now go toward homeless prevention as the eviction moratorium is lifted. The funds will be administered similar to the Homeless Prevention Program; however, recipients of the funds must work with Opportunity Alliance on budgeting and planning.
- The Homeless Prevention Program administered by WAHC remains on hold due to the extension of the eviction moratorium.
- A new Director of Administration was hired on September 15, 2020, Ryan Aeschlimann.
- The Finance Department continues to work with Nan McKay on completing year end tasks.
- Due to COVID 19, the lobby and all common areas remain closed to the public. Clients continue to utilize the drop box and email to submit documents.
- Staff is working with the WCSD to provide laptops to our Public Housing youth. Based on the surveys received, our families are in greater need of devices. To serve our families, we estimate 125 would be needed at a cost of \$65,000. We plan to use CARES Act funding in partnership with the WCSD. The laptops will be earmarked for Public Housing youth. WCSD will administer and maintain the laptops for our families and would continue to be used in future years.
- The DHHS has issued a halt on evictions for nonpayment of rent until December 31, 2020. To claim protection under the order, residents must self-execute a declaration and present it to their landlord. No additional verification is required. The Governor's current moratorium is more restrictive so this will be followed until the expiration.

CHAP

- The RHA received \$5M in funding from NHD to administer the CARES Act Housing Assistance Program (CHAP) to assist Washoe County residents unable to pay rent due to a COVID 19 related event. Total committed and spent funds to date is \$257,162.39.
- The RHA received \$2M in funding from the City of Sparks to administer the CARES Act Housing Assistance Program to assist residents of the City of Sparks that are unable to pay rent due to a COVID 19 related event. We have approved payments of \$28,837 through October.
- RHA received \$402,633 of CDBG-COV funds from the City of Sparks to administer a rental assistance program, of which \$17,937 funds have been approved for payment.
- The RHA was awarded \$1.5M in funding from the City of Reno to administer the CARES Act Housing Assistance Program to assist residents of the City of Reno that are unable to pay rent due to a COVID 19 related event at their September 9, 2020 meeting. The agreement is before the Board of Commissioners for approval today.
- RHA has had 18,137 web inquires. We have received a total of 2,051 applications. We have requested documentation from 1,849 applicants. Based on the current figures, the average payout is \$5,252. Current spending based on applications received is \$10,771,852. We currently have a 27% success rate on receipt of requested documents. Current spending based on 27% of applications received is \$2,908,400.

G. Strategic Plan

Development Committee

- 8th Street – Uses for the site are currently under review
- Horizon Hills – RFQ advertised for architect for best use of the property
- Letter sent to Acting City Manager Soto, expressing interest in the four parcels owned by the City of Reno, for the use of affordable housing
- Land Trust/ Property Acquisition/ Disposal – Staff is continually looking for opportunities that meet the agencies and community needs
- Rental Assistance Demonstration (RAD) Program/ NDOT Mineral Manor- portfolio assessment report completed

Finance

- Current financial status, business operations
- Resources / Expansion
- New Funding Sources — MTW plan 2021 activity to utilize HUD held reserves has been approved

Overall Health of the organization

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

Communications

- Plan - Public and Internal
- Media – ongoing; increased media coverage for RHA sponsored events; RHA staff are contacted as content experts in the field for interviews and expand awareness.

- Expand- information provided on website and creation of social media page

Sarrazin Arms – Tenant Strategy

- Rent increases scheduled for October 2020. Vacant units under rehab and rents scheduled to increase to \$800 upon completion.

Moving to Work Activities

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

Government Affairs

Public / Private Partnerships

Develop Metrics to Measure Success

Board retreat scheduled for October 7, 2020

- 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 redrafting the proposed personal services contract for the conversion of the RHA to a paperless administration, advice on governor Sisolak’s emergency directives related to meeting in large numbers, necessity or not of having an appraisal for the sale of RHA real property, the CARES Act contract with the City of Reno, finalized Executive Directors employment contract, and reviewed, revised and edited the agendas and postings for the Board meeting and the Development committee meeting.

- 7. Consider adoption of Resolution 20-09-02 RH authorizing the Executive Director to enter into an agreement with the City of Reno to administer the 1.5 million dollar grant for the CARES Act Housing Assistance Program. (For Possible Action)**

Commissioner Schieve moved to approve Resolution 20-09-02 RH. Commissioner Aiazzi seconded the motion. Hearing no further discussion, Vice Chairman Sullivan called for the question. The vote was all ayes and no nays. Vice Chairman Sullivan declared the motion carried and the resolution approved.

- 8. Consider adoption of Resolution 20-09-03 RH authorizing the Executive Director to create a policy pertaining to the sale of real property owned by the RHA, thereby giving the RHA the option of obtaining two independent appraisals with the intention of establishing the fair market value of said property prior to the sale of such property. (For Possible Action)**

Executive Director Jones explained creating an appraisal policy or a standard practice would give the RHA the ability to request two appraisals when selling an RHA property. Nevada Revised Statutes does not require the RHA to obtain an appraisal in the event of the sale of a property owned by the RHA. It is, however, under the Board’s discretion whether to create

such a policy. This action may alleviate questions of the fair market value of the property being sold.

Commissioner Aiazzi suggested two appraisals may be a benefit to the Agency on a case by case basis based on the estimated value of the property in question. The policy could distinguish a value threshold, in which two appraisals would be warranted.

The Board agreed that in the event that an appraisal was ordered, the RHA would be the client. The Board further directed the Executive Director to create an appraisal policy stating that the RHA would hire its own appraiser in the event of a potential sale of a property owned by the RHA. Included in the policy is the caveat that the Board has the ability to make exceptions to the policy on a case by case basis.

There was no motion.

9. Discussion and possible action to consider the assessment of further improvements to individual units, not yet renovated, located within the Sarrazin Arms Apartments (541 W. 3rd Street, Reno NV 89505). (For Possible Action)

Executive Director Jones stated that of the 12 units renovated, eight of them have been rented at the new rate of \$800 per month. Four vacant units are left to be rehabbed. Starting October 1, rents will increase by \$50 making the new range for rents on the yet to be rehabbed units \$500 to \$540. Executive Director Jones requested to continue to rehab the four vacant units.

Commissioner Aiazzi motioned to allow the Executive Director to continue to rehab the vacancies at the Sarrazin Arms as they become available. Commissioner Wilhelms seconded the motion. Hearing no further discussion, Vice Chairman Sullivan called for the question. The vote was all ayes and no nays. Vice Chairman Sullivan declared the motion carried.

10. Discussion and possible action to consider Development committee member term parameters to include staggering appointments of members in order to maintain a full committee slate under all circumstances. (For Possible Action)

Executive Director Jones explained that the Development committee terms are currently only for one year and requested approval to stagger member terms every two years allowing for two members to cycle through every two years.

Legal Counsel Zeh recommended staggering member terms with one member at a one year term, one member at a two year term, and one member at a three year term.

Vice Chairman Sullivan Mark proposed that once the one year term concludes, the member may be reappointed for a two or three year term to allow staggering of the terms.

Commissioner Aiazzi remarked that committees typically adopt their own set of bylaws to address absences, member removal, term length, number of terms, etc. He further recommended that the Executive Director send sample bylaws to the Development committee to allow the committee to create a draft of their bylaws to be brought the RHA Board for approval. This process will allow the bylaws to be addressed as a whole and would cover the terms of the members.

Legal Counsel Zeh explained that committee member terms are typically set by the parent corporation, which in this instance is the RHA. He further indicated that the Board can act on creating the staggered terms and then defer to committee to develop its bylaws.

The Board directed the Executive Director to send sample bylaws to the Development committee as a consideration to create their own bylaws prior to their next meeting with the recommendation of staggering member terms for one, two, and three years.

11. Update and discussion of the Development committee recommendations. Properties under consideration include 1035 8th Street, APN 008-164-20 owned by the RHA, Horizon Hills APN 82-225-10 owned by the RHA, and parcels APN 011-640-05, APN 011-640-06, APN 011-640-07, and APN 011-640-08 currently owned by the City of Reno. The discussion may include, but not limited to, specifications such as target demographics, infrastructure elements, and potential construction opportunities suitable for parcels as recommended by the committee. (For Possible Action)

Executive Director Jones updated the Board on the Development committee meetings. Discussions included the discussions on the unit configurations and target population to serve with additional wrap around services for the 8th Street property. The target population being considered are homeless youth, graduating youth from the NYEP program or the Eddy House program, graduates from a substance abuse program working with case management, veterans or families with children. The committee is still considering unit composition such as number of bedrooms. This will be decided once the target population is finalized.

Discussion of the Horizon Hills property included options of selling the property, but the committee is leaning toward the opportunity of developing single family homes on the site for a future home ownership program. Staff has advertised for a Request For Qualifications (RFQ) for an architect to make recommendations as to the number of single family homes the site could accommodate.

A letter of interest was sent to the Acting City of Reno Manager Soto expressing the RHA's interest in developing the four parcels under consideration by the Development committee for a future affordable housing project.

The next Development committee meeting is September 24, 2020. Another item that will be discussed at this meeting is the Mineral Manor Public Housing site regarding the NDOT freeway expansion.

12. Additional items:

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

There were no additional matters of concern.

- 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: October 27, 2020; November 17, 2020 and December 15, 2020. (For Possible Action)

13. 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.

14. Adjournment. (For Possible Action)

Commissioner Wilhelms moved to adjourn the meeting. Commissioner Aiazzi seconded the motion. Hearing no further discussion, Vice Chairman Sullivan called for the question. The vote was all ayes and no nays. Vice Chairman Sullivan declared the motion carried and the meeting adjourned at 12:51 pm.