

MINUTES OF THE REGULAR MEETING  
HOUSING AUTHORITY OF THE CITY OF RENO  
BOARD OF COMMISSIONERS  
October 27, 2020

The October 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, October 27, 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 **joined at 12:26 pm**  
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  
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  
Brenda Freestone, WAHC Contract Administrator  
Samantha Arellano, IT Manager  
Kathy Merrill, Executive Administrative Assistant

**Staff Absent**

**Others Present**

No others were present.

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 Vice Chairman Sullivan to pull out consent agenda item F so it may be heard as a separate item and to approve the agenda posted on October 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 September 22, 2020. (For Possible Action)**

It was moved by Commissioner Aiazzi to approve the minutes of the regular Board meeting held on September 22, 2020. Commissioner Wilhelms seconded the motion. Hearing no further discussion, Chairman Scott called for the question. The vote was all ayes, no nays with Chairman Scott 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 20-10-01 RH approving updates to the Voucher Payment Standards based on HUD's publication of the Fair Market Rents for FY2021 with the effective date of January 1, 2021 for annual recertifications and for vouchers issued on or after November 1, 2020. (For Possible Action)
- b) Consider adoption of Resolution 20-10-02 RH approving revisions to the Housing Authority of the City of Reno's Administrative Plan for Section 8 Housing Choice Voucher and Project Based Voucher Programs. (For Possible Action)
- c) Consider adoption of Resolution 20-10-03 RH approving revisions to the Housing Authority of the City of Reno's Admissions and Continued Occupancy Policy of Public Housing Units. (For Possible Action)
- d) Consider adoption of Resolution 20-10-04 RH authorizing the Executive Director to execute a contract with Michael's Plumbing, Heating & Air, Inc. in the amount of \$62,498.00 to replace the water isolation valves that have exceeded their life expectancy at Silverada Manor, Public Housing Project NV39-P001-103. (For Possible Action)
- e) Consider adoption of Resolution 20-10-05 RH authorizing the Executive Director to update section 9, Termination Grievance, of the Personnel Procedures, to add the definition of a hostile work environment and bullying in section 1 of the Personnel Policies, and to remove Section 8.2 from the Personnel Policies. (For Possible Action)
- f) Consider adoption of Resolution 20-10-06 RH authorizing the Executive Director to execute an amendment to the City of Sparks Community Development Block Grant (CDBG) for the CARES Act Housing Assistance Program. (For Possible Action)

**Consent agenda item 2f was pulled from the Consent agenda to be heard after Legal Counsel's report.**

Vice Chairman Sullivan moved to approve Resolution 20-10-01 RH through 20-10-05 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 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 3 MONTHS ENDED SEPTEMBER 30, 2020**

**PUBLIC HOUSING**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,097,226	1,027,313	69,913
Expenditures	1,131,559	1,192,062	60,503
<b>Net Profit (loss)</b>	<b>(34,333)</b>	<b>(164,749)</b>	<b>130,416</b>

We received \$195,525 of the 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	4,427,802	4,285,602	142,200
HAP Payments to Landlords	4,607,247	3,741,084	(866,163)
<b>HAP Surplus (Deficit)</b>	<b>(179,445)</b>	<b>544,518</b>	<b>(723,963)</b>
Fee & Other Revenue	1,182,695	430,599	752,096
Expenditures	765,911	865,888	99,976
<b>Unrestricted Profit (Loss)</b>	<b>416,784</b>	<b>(435,289)</b>	<b>852,072</b>
<b>Net Profit (loss)</b>	<b>237,338</b>	<b>109,229</b>	<b>128,109</b>

Additional COVID-19 administration fees of \$515,690 were received in August.

HAP payments higher from client loss of income due to COVID-19.

MTW Activity for rent revenue lost is \$313,987.00 which is reimbursable through MTW and be reflected in future months.

**Neighborhood Stabilization Program (NSP)**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	280,926	276,855	4,071
Expenditures	158,112	161,533	3,421
<b><i>Restricted Profit (loss)</i></b>	<b><i>122,814</i></b>	<b><i>115,322</i></b>	<b><i>7,492</i></b>

**Business Activities**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	754,044	781,894	(27,850)
Expenditures	408,418	300,321	(108,097)
<b><i>Unrestricted Profit (loss)</i></b>	<b><i>345,626</i></b>	<b><i>481,573</i></b>	<b><i>(135,947)</i></b>

Vacancies at Sarrazin reflecting lower revenue.

**WASHOE AFFORDABLE HOUSING (WAHC)**

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	6,444,760	5,665,220	779,540
HAP Payments to Landlords	6,444,760	5,665,220	(779,540)
<b><i>HAP Surplus (Deficit)</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>-</i></b>
Admin and Fee Revenue	204,702	167,503	37,199
Expenditures	162,351	182,413	20,062
<b><i>Unrestricted Profit (Loss)</i></b>	<b><i>42,351</i></b>	<b><i>(14,910)</i></b>	<b><i>57,261</i></b>
<b><i>Net compared to budget</i></b>	<b><i>42,351</i></b>	<b><i>(14,910)</i></b>	<b><i>57,261</i></b>

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.

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

**COCC**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	498,914	576,497	(77,583)
Expenditures	441,875	531,047	89,172
<b>Net compared to budget</b>	<b>57,039</b>	<b>45,450</b>	<b>11,589</b>

**ENTITY-WIDE TOTALS**

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	10,872,562	9,950,822	921,740
HAP Payments to Landlords	11,052,008	9,406,304	(1,645,704)
<b><i>HAP Surplus (Deficit)</i></b>	<b><i>(179,445)</i></b>	<b><i>544,518</i></b>	<b><i>(723,963)</i></b>
Fee & Other Revenue	4,018,507	3,260,661	757,846
Expenditures	3,068,227	3,233,264	165,036
<b><i>Unrestricted Profit (Loss)</i></b>	<b><i>950,280</i></b>	<b><i>27,397</i></b>	<b><i>922,882</i></b>
<b>Net Profit (loss)</b>	<b>770,834</b>	<b>571,915</b>	<b>198,919</b>

Overall, operating \$198,919 favorable to budget. The RHA has received and paid for expenses that were approved by the Board for use by the COVID-19 funding.

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

Executive Director Jones informed the Board that staff will be conducting a “reverse” trick-or-treating event for the youth at all of the Public Housing sites. Donations continue to come in from Sprouts, Washoe County Lunch program and the Food Bank of Northern Nevada, which are being distributed by staff to RHA seniors. Horizon Ministries donated milk that was distributed to McGraw Court and Silver Sage seniors. Staff is working on an alternative plan to provide a prepackaged Thanksgiving meal for RHA seniors in lieu of the traditional Thanksgiving meal normally provided by Holy Cross Catholic Church. The City of Reno has set aside CARES Act funding for food insecurity. Staff has sent a proposal to the City requesting this funding to allow the RHA the opportunity to provide individual meals to our seniors for Thanksgiving.

The youth workforce development coordinator has secured 34 hot spots through the Washoe County School District (WCSD) for Public Housing families. Laptops are also in the process of being acquired and will be distributed to families in need. Recruitment for the Junior Ski

program has begun. The 65 slots are close to being filled and the Junior Ski program at Sky Tavern has offered an additional 10 spots.

Jacobs Entertainment and their affiliate, Reno Real Estate Development submitted a letter to the Agency stating they no longer wish to purchase the Sarrazin Arms Apartments. Staff has been working with RHA Legal Counsel to confirm this and to get the appropriate documentation in order.

Staff continues to administer the CHAP program funding for rental assistance. Staff has been focusing on spending the City of Reno and the City of Sparks funding first over the Nevada Housing Division (NHD) funds. As of this weekend, staff has distributed payments totaling \$1.1 million from the City of Reno Rental Assistance program. Staff anticipates expending the full allotment for this program this week. The RHA has received the City of Sparks CDBG Rental Assistance program funding totaling \$402,622. Currently, staff has paid out \$315,148. These funds are also anticipated to be expended this week. Of the City of Sparks \$2 million Rental Assistance program funds, staff has expended \$231,419. Once the City of Sparks CDBG program funds are expended, staff will disburse funds from the \$2 million City of Sparks Rental Assistance program. Once the funding from the City of Reno have been expended, staff will begin to disburse funding from the NHD Rental Assistance program. Staff project to spend approximately \$5 million of the NHD funding.

### **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. Follow up notifications will be going out to residents this month.
- Staff has been working with the Eddy House on monthly invoicing of beds occupied.
- Staff continues to report MTW related expenditures monthly to HUD for reimbursement.
- Staff is beginning to work on the upcoming FY2022 plan.

### **Update on Housing Choice Voucher Program / Asset Management**

#### **Housing Choice Voucher Program – Heidi McKendree**

- Total Voucher Allocation: 2523
- MTW Baseline: 2382
- HUD VASH Allocation: 318
- Housing Choice/Project Based Vouchers issued and leased – 2246
- Housing Choice/Project Based Vouchers issued and shopping – 98
- HUD VASH Vouchers currently issued and leased – 228
- HUD VASH Vouchers currently issued and shopping – 25
- New clients briefed in September 2020 – 9
- Housing Quality Standards inspections conducted in September 2020 – 296

#### **Public Housing – Maribel Martinez**

- Public Housing ended the month of September leased at 98%.
- In preparation of the winter season, maintenance has inspected equipment, ordered necessary supplies, is replacing furnace filters and shutting off irrigation systems.

- This year temporary employees will be hired to assist maintenance staff with leaf and snow removal.
- Maintenance and management have been working together to clean up the work orders that were classified as non-urgent during COVID19 in preparation for the new work order touch system, which maintenance has had the opportunity to test and provide feedback. New procedures will be put in place prior to implementation of the new work order system.
- Management continues to see residents by appointment only.
- Management is working collectively to update Public Housing procedures.
- Management received food donations through Work Force Development and has been reaching out to residents in need to distribute these donations.
- Managers are excited to participate in the reverse Trick-or-Treat this year at the family sites.
- We will be advertising for vacant maintenance positions. We are happy that Tracy Sunde joined our team as a new Maintenance I.

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

#### **Elderly Services**

- In partnership with Immunize NV, a flu shot clinic was held at Silverada for senior Public Housing residents and RHA staff on October 5th. Immunize NV's goal was to administer over 50 people with the flu vaccine through the clinic.
- RHA staff delivered pre-filled groceries bags and milk, donated by Horizon Ministries, to all residents at McGraw Court and Silver Sage Manor.
- RHA staff is working on alternative plans for Thanksgiving and Christmas to ensure senior residents stay safe while enjoying the upcoming holiday season.
- RHA staff continues to facilitate ongoing donations from Sprouts, the Washoe County lunch program, and distributions through the Food Bank of Northern Nevada. This month, the Food Bank provided RHA senior residents with an additional two days of fresh produce.

#### **Resident Services**

- The Workforce Development Coordinator (WFD) is focusing on recruiting new participants into the program and serving current program participants in addressing their needs.
- The WFD Coordinator continues to offer financial coaching, goal creation, one on one coaching, and referral services to all program participants.

#### **Youth Activities**

- Distance Learning Updates:
  - An additional fourteen laptops (for a total of thirty-three) were donated to RHA public housing youth needing assistance for distance learning by a community member wishing to remain anonymous.
  - Last month, RHA staff requested thirty-four hotspots through WCSD for Public Housing families participating in distance learning. At this time, requests have been fulfilled and families now have access to Wi-Fi.
  - WCSD received a check in the amount of \$62,500 from RHA for the purchase of 125 laptops to be reserved for RHA youth. Laptops have been ordered and are expected to be delivered within several weeks. In the meantime, RHA staff has requested laptops through WCSD online in hopes to fulfill additional needs until laptops are delivered.

- Other Youth Program Updates:
  - In partnership with Note-Able Music Therapy and Join Together Northern Nevada (JTNN), Essex Manor youth are in the midst of “Adventures in Music,” a music therapy club. The program has been a great success and youth are enjoying the opportunity to experiment with new instruments.
  - The annual holiday card competition has concluded. RHA staff have voted on the top ten and are finalizing preparations to order the cards.
  - Recruitment for the Jr. Ski program has officially begun. Staff is working with RHA families to get signed up for free ski lessons at Sky Tavern and gear rental from Bobo’s Ski & Board.

#### **D. Update on Community Outreach Coordinator**

##### Media

- CHAP: Editor Frank Mullen of the Reno News & Review talked to Brent to get CHAP participation statistics on September 30 and October 2. His story, published online on October 5 (<https://reno.newsreview.com/2020/10/05/rental-assistance-effort-stalls/>).
- Eviction Moratorium Expiration: Kurt Schroeder of KOLO 8 News Now interviewed Brent on the eve of the expiration of Governor Steve Sisolak’s moratorium on evictions. Stories ran at 4:30, 5:00, and 6:30 p.m. Brent emphasized the need to fill out a declaration to evoke CDC protection and the fact that rent will still be due. He also highlighted the CHAP emergency rental payment program.
- On the same day, Issmar Ventura of the Spanish language news startup known as Reno al Dia interviewed Brent about CHAP. Ventura’s story was part of the Reno al Dia newscast published in video form on Facebook and YouTube on October 15.

##### Videography

- Community Outreach has begun to work with Admissions to create our first on-line video for briefing applicants as they are accepted in Public Housing and Housing Choice Voucher programs.

##### Social Media

- Community Outreach has created regular posts for the RHA Facebook page and has attempted to get all Agency responses to comments to appear to all page viewers. One recent post highlights a graduate of the Family Self-Sufficiency program and attempt to recruit new clients through our web page.

##### Website

- Our Willie J. Wynn Apartments opening video is now available on the RHA website. A link to the video is available on the WJW web page.

##### Photography

- Community Outreach has photographed socially distanced “card parties” at RHA family sites at which young residents are encouraged to create our annual holiday cards

#### **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 and local inspections, and this project now complete and has entered the warranty phase.
- **(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 now complete.
- **(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 now complete pending change order work requested by RHA. (12 toilet flange replacements).
- **(CF2019) Silverada Manor - Breaker Replacement Project:** Triumph Electric was awarded the contract in the amount of \$19,700. A change order in the amount of \$5,072.19 was added to this contract to provide critical units with electricity during this project.
- **(CF2019) Silverada Water Shut-Off Valves:** An Invitation for Bid (IFB/ITB) was advertised from September 9 through October 9, with only one interested contractor (Michael's Plumbing) to replace old water isolation valves with new curb-stop isolation valves, risers, and Christy boxes. A separate board narrative has been created for this project and will be presented at the October 27th Board Meeting.
- **(OPS) 2425 Tom Sawyer #B Flooring Installation:** All Eagle, LLC was awarded the Asbestos abatement portion of this project in the amount of \$1,344.00 and has successfully removed the Asbestos Containing Materials (ACM) from the VCT flooring. Contract Flooring was awarded the flooring installation portion of this project in the amount of \$2,480.00 and will be installing new VCT tiles and base. We are waiting on a flooring schedule from the contractor.
- **(OPS) 3585 Mazzone #C Tub Surround Project:** RCM Construction was awarded the contract in the amount of \$3,204.71. This project is now complete.
- **(OPS) 880 Fluorite ADA Shower Project:** Gilliam Construction was awarded the contract in the amount of \$7,100. Bed bug remediation delayed this project and has now been scheduled to begin October 19.
- **(OPS) Hawk View Structural** – A detailed site structural reconnaissance was requested from RHA to McElhaney Structural Engineers to provide a ROM (Rough order of Magnitude) on correcting the structural shifting of the interior footings of multiple buildings at Hawk View. McElhaney was awarded this work on September 15 in the amount of \$9,400. The reconnaissance and needed survey work is currently in progress.
- **(N/A) 1035 8<sup>th</sup> Street Property** – Is in conception and will be able to provide more details in the coming months.
- **(N/A) Horizon Hills** – An Architectural RFQ was advertised on September 9, and has closed as of October 9, with two architectural firms interested in this project (Frame Architecture & H + K Architects). Architect Interviews are being scheduled.

## **F. Update on other Agency activities**

- The Homeless Prevention Program administered by WAHC has been on hold due to the extension of the eviction moratorium; however, staff anticipates requests for assistance will increase in November.
- The Finance department continues to work with Nan McKay on completing year end tasks and the FDS unaudited submission to HUD.

- 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.
- The RHA provided the WCSD with a check to purchase 125 laptops for RHA youth living at our Public Housing sites. The laptops should be received in approximately 3-4 weeks. The Youth Workforce Development Coordinator assisted Public Housing families in requesting hotspots and all those requests were approved.
- The CDC 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.
- Jeff Jacobs and his affiliate, Reno Real Estate Development, submitted a letter on October 13, 2020, stating they no longer wish to purchase the Sarrazin Arms Apartments. A follow up letter was sent to Mr. Jacobs attorney, Garret Gordon, clarifying this request and the need to clear the title of the option agreement.

## CHAP

- Nevada Housing Division Funding (\$5M) – total funds expended \$435,631
- City of Sparks Funding (\$2M) - total funds expended \$178,569
- City of Sparks CDBG-COV Funding (\$402,633) - total funds expended \$144,269
- City of Reno Funding (\$1.5M)- total funds expended \$455,054
- RHA has had 23,948 web inquires. We have received a total of 2,566 applications. Based on the current figures, the average payout is \$7,323.
- We have implemented an Attestation Statement to aid in verifying the need of assistance and simplify the submission of documentation.
- The City of Sparks and the RHA are in agreement that the amendment before the Board today is necessary to assist in spending the CDBG funds. The amendment allows for payment of the CDBG funds for up to six months and allows the use of the Attestation Statement.

## **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. Two responses were received from Frame Architecture and H+K Architect. Interviews have been scheduled in November.
- 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 continue to be rehabbed and the rents for these units are set at \$800 upon completion. There are 12 units total that have or will be rehabbed, four have been leased.

## 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 January 2021

### **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 drafting a mutual nondisclosure agreement for the Avero contract, as well as the professional services contract, drafting definitions for a hostile work environment and generic bullying, and revising the termination grievance procedure for the personnel policies, reviewing the proposed bylaws for the RHA Development Committee, revising the proposed amendment to the City of Sparks CDBG program, responding to the request by Jacobs Entertainment to cancel the sale of Sarrazin Arms Apartments. Legal action is needed to remove the Memorandum of the Option Agreement off of the title, as it currently sits, this is a cloud on the title of the property. Legal work also included reviewing Governor Sisolak’s three most recent directives to ensure the Agency is conforming with the Nevada Open Meeting Law in holding today’s meeting.

## **Consent Agenda Item 2F**

**Consider adoption of Resolution 20-10-06 RH authorizing the Executive Director to execute an amendment to the City of Sparks Community Development Block Grant (CDBG) for the CARES Act Housing Assistance Program. (For Possible Action)**

Executive Director Jones requested to pull this item from the consent agenda and to hear this item as a separate item. Executive Director Jones stated the Agency is working with the City of Sparks to amend the current agreement to allow the use of the Attestation form for these specific funds, as well as to extend payments from three months to six months. RHA staff has consulted with RHA legal counsel on the amendment for revisions and has forwarded it to the City of Sparks attorney. It is anticipated that the amendment will be completed this week. Executive Director Jones requested approval of the amendment contingent upon RHA legal counsel's advisement, as well as the City of Sparks Council approval. Executive Director Jones also requested to add additional language to the Resolution that states as related changes to implement the six months revisions since we are still currently working on finalizing the amendment. This approval will allow the Attestation form to be used for that specific funding to assist the rental assistance staff in processing files.

Commissioner Aiazzi asked to clarify that this item was pulled from the consent agenda to be heard as its own item. Legal Counsel Zeh confirmed that this item was pulled out from the consent agenda to be heard as its own item. The consent agenda language indicates this is allowed.

Commissioner Aiazzi motioned to approve the Executive Director's request to approve the City of Sparks amendment to the City of Sparks CDBG CARES Act Housing Assistance program, as well as approve the use of the Attestation form for processing rental assistance files. 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.

### **Mayor Schieve joined the meeting.**

#### **7. Consider Discussion and possible action in regard to the letter of interest sent to the City of Reno, under Board direction, for the four parcels APN 011-640-05, APN 011-640-06, APN 011-640-07, and APN 011-640-08 owned by the City of Reno. (For Possible Action)**

Executive Director Jones stated the City of Reno is currently working with a developer for this site and requests further direction from the Board.

Commissioner Schieve concurred that there is another developer looking at the parcels and proposed the option of meeting with that developer to ascertain if there could be a possible partnership between the RHA and the developer or some role that the RHA could play in the site to get affordable or workforce units into the project. Commissioner Schieve recommended that if the Board would like to pursue involvement in this site, that RHA staff should look to ways the RHA can partner with the development to provide more affordable, workforce housing.

Commissioner Aiazzi affirmed that Commissioner Schieve's recommendation to keep the letter of interest open with the City of Reno and to avail ourselves to any negotiations so that if the opportunity does arise, the Agency is still in line if the current interested party does not go forward.

Vice Chair reiterated Commissioner Schieve's recommendation to contact the developer to see if the RHA could partner with them or if there is a role the RHA could play in the development of the project for affordable housing.

Executive Director Jones stated the Agency will keep the letter of interest open with the City of Reno and will set up a meeting with the developer to discuss the project and the possible role the RHA could play.

Legal Counsel Zeh questioned if the developer has an exclusive agreement with the City of Reno. Executive Director Jones confirmed this statement to be true, according to the developer. Commissioner Schieve stated City Council has not heard this as an agenda item at this time. The item did appear on their agenda but was removed for further discussion or staff comments that were not included. If it ends up that the developer is not able to move forward with the project, the RHA could be in a good position to possibly acquire the property.

Chairman Scott also recommended that the Executive Director meet with the developer and to have the Executive Director bring the item back to the Board next month with an update of the meeting.

- 8. Consider Update and discussion of the Development committee meeting. Properties under consideration include 1035 8th Street, APN 008-164-20 owned by the City of Reno, 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, potential construction opportunities suitable for parcels as recommended by the committee, and funding sources. (For Possible Action)**

Executive Director Jones reported that the Development committee is currently focusing on the 8<sup>th</sup> Street property. Staff is considering a partnership with Community Service Agency (CSA) which is located across the street from the property. A meeting is set between the RHA and CSA to discuss a potential partnership and their recommendation on the unit configuration that would work best for families with children.

The RFQ for architect for the Horizon Hills property had two parties respond and interviews will be conducted next month. Enlisting an architect for the project will assist the Agency in determining the type of units that would best utilize the property, the cost associated with such a plan or whether the Board should consider selling the property and use the proceeds for other affordable housing development. The RFQ is solely for architect services. If the Board desires to explore a design build option, an RFQ specifically for that will have to be advertised. Executive Director Jones will discuss this option with committee member Wong. Vice Chairman Sullivan commented that a design build contractor possesses a lot of skills and can bring value engineering which may save on building costs. Commissioner Aiazzi recommended to research what the design build contractor dollar limit is, as he is in favor of exploring this direction, if it is applicable. He also indicated this information will be helpful for future projects.

The Mineral Manor Public Housing site was discussed. This site is on the historical register. Executive Director Jones and Chair Griffith will be meeting with the State Historic Preservation Office (SHPO) to see what their possible involvement might be if alternations were made to the site.

## **9. Additional items:**

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

Executive Director Jones indicated that this month's packet included the Board meeting schedule for 2021 and that the Board Retreat is scheduled for January 12, 2021.

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: November 17, 2020; December 15, 2020 and January 26, 2021. (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, 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 12:41 pm.