

MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
February 23, 2021

The February regular meeting of the Board of Commissioners of the Housing Authority of the City of Reno (Agency) was called to order by Chairman Sullivan at 12:05 pm on Tuesday, February 23, 2021. 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, Chairman
Dave Aiazzi, Vice Chairman
Mayor Hillary Schieve
Barbara Wilhelms **(joined at 12:12 pm)**

Commissioners Absent

Staff Present

Amy Jones, Executive Director
Chuck Zeh, Legal Counsel
Mishon Hurst, Deputy Executive Director
Heidi McKendree, Director of Rental Assistance
Matt Robinson, Director of Development
Ryan Aeschlimann, Director of Administration
Cathy Steed, Elderly Services Administrator
Samantha Arellano, IT Manager
Kathy Merrill, Executive Administrative Assistant

Staff Absent

Maribel Martinez, Director of Asset Management

Others Present

Justin Measely, Manager, CliftonLarsonAllen LLP
Mandy Merchant, CPA, Principal CliftonLarsonAllen LLP
Thomas Putnam, Associate (in-charge), CliftonLarsonAllen LLP

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)**

Vice Chairman Aiazzi moved to approve the agenda posted on February 18, 2021.

Commissioner Schieve seconded the motion. Hearing no further discussion, Chairman Sullivan

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

1. Approval of the minutes of the regular Board meeting held January 26, 2021. (For Possible Action)

It was moved by Vice Chairman Aiazzi to approve the minutes of the regular Board meeting held January 26, 2021. Commissioner Schieve seconded the motion. Hearing no further discussion, Chairman Sullivan called for the question. The vote was all ayes, no nays. 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 21-02-01 RH approving a budget revision for FY 2020 Capital Fund Program (CFP) NV39P001501-20. (For Possible Action)
- b) Consider adoption of Resolution 21-02-02 RH adding FY 2021 Capital Fund Program (CFP) NV39P001501-21 to the Five-Year Rolling Capital Fund Project Plan. (For Possible Action)
- c) Consider adoption of Resolution 21-02-03 RH approving revisions to the Five-Year Rolling Capital Fund Project Plan. (For Possible Action)
- d) Consider adoption of Resolution 21-02-04 RH authorizing the Executive Director to sign a Memorandum of Understanding (MOU) with Washoe County Human Services Agency (WCHSA) and the Eddy House to apply for fifteen (15) vouchers under the Foster Youth to Independence Initiative Voucher Program (FYI). (For Possible Action)

Vice Chairman Aiazzi motioned to approve Resolutions 21-02-01 RH through 21-02-04 RH stipulating that approval of item 2(d) is subject to the Executive Director and Legal Counsel's discretion. Commissioner Schieve seconded the motion. Hearing no further discussion, Chairman Sullivan called for the question. The vote was all ayes and no nays. Chairman Sullivan declared the motion carried and the resolutions approved.

Executive Director Jones added a contract will be drawn up from the MOU (item 2 (d)) if the application for the FYI vouchers is awarded to the RHA.

3. Presentation of financial audit from Justin Measley, Certified Public Account with CliftonLarsonAllen LLP. (Discussion)

A high-level overview of the Agency's 2020 draft audit was given by Justin Measley, Manager, CliftonLarsonAllen LLP; Mandy Merchant, CPA, Principal CliftonLarsonAllen LLP; and Thomas Putnam, Associate, CliftonLarsonAllen LLP. Details of the audit process were shared. There were no findings discovered throughout the audit. The audit will be finalized and submitted to HUD and the Federal Clearing House by the March 31, 2021 deadline. Mr. Measley conveyed his gratitude for the cooperation of staff through the process. The Board expressed their gratitude to the staff of CliftonLarsonAllen LLP.

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

There were no Commissioner reports.

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

ENTITY-WIDE FINANCIAL REPORT FOR THE 7 MONTHS ENDED JANUARY 31, 2021

PUBLIC HOUSING

| | Actual | Budget | Variance Favorable (Unfavorable) |
|--------------------------|----------------|------------------|-------------------------------------|
| Revenue | 2,380,445 | 2,397,069 | (16,624) |
| Expenditures | 2,384,179 | 2,781,530 | 397,351 |
| Net Profit (loss) | (3,734) | (384,461) | 380,727 |

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

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

Positions are vacant and haven't been filled due to COVID-19.

Management & Bookkeeping Fee expense budget amount is high. Possible reforecast.

HOUSING CHOICE VOUCHER (S8 and MTW)

| | Actual | Budget | Variance Favorable (Unfavorable) |
|-----------------------------------|------------------|------------------|-------------------------------------|
| HAP Revenue | 17,691,896 | 9,999,749 | 7,692,147 |
| HAP Payments to Landlords | 16,417,124 | 8,729,196 | (7,687,928) |
| HAP Surplus (Deficit) | 1,274,772 | 1,270,553 | 4,219 |
| Fee & Other Revenue | 2,711,246 | 1,915,164 | 796,081 |
| Expenditures | 1,746,999 | 1,879,616 | 132,617 |
| Unrestricted Profit (Loss) | 964,247 | 35,549 | 928,698 |
| Net Profit (loss) | 2,239,019 | 1,306,102 | 932,917 |

Additional COVID-19 administration fees of \$515,690 were received in August, which is \$80K more than budget.

Fee & Other Revenue reflects the CHAP rental assistance the RHA received from the City of Reno City of Sparks and Nevada Housing Division, of \$745K more than budget.

MTW Activity for rent revenue lost is \$755,972.00 which is reimbursable through MTW and be reflected in future months.

Neighborhood Stabilization Program (NSP)

| | Actual | Budget | Variance Favorable (Unfavorable) |
|---------------------------------|----------------|----------------|-------------------------------------|
| Revenue | 655,902 | 645,999 | 9,903 |
| Expenditures | 363,406 | 376,901 | 13,495 |
| Restricted Profit (loss) | 292,496 | 269,098 | 23,398 |

Yearly Home Ownership Dues increased the Administrative Expenses this month.

Business Activities

| | Actual | Budget | Variance Favorable (Unfavorable) |
|-----------------------------------|----------------|----------------|-------------------------------------|
| Revenue | 1,840,355 | 1,815,418 | 24,937 |
| Expenditures | 1,031,196 | 1,012,205 | (18,991) |
| Unrestricted Profit (loss) | 809,158 | 803,213 | 5,945 |

WASHOE AFFORDABLE HOUSING (WAHC)

| | Actual | Budget | Variance Favorable (Unfavorable) |
|-----------------------------------|----------------|---------------|-------------------------------------|
| HAP Revenue | 15,074,044 | 13,218,848 | 1,855,196 |
| HAP Payments to Landlords | 15,074,044 | 13,218,848 | (1,855,196) |
| <i>HAP Surplus (Deficit)</i> | <i>-</i> | <i>-</i> | <i>-</i> |
| Admin and Fee Revenue | 488,046 | 390,843 | 97,203 |
| Expenditures | 358,548 | 364,826 | 6,278 |
| Unrestricted Profit (Loss) | 129,498 | 26,017 | 103,481 |
| Net compared to budget | 129,498 | 26,017 | 103,481 |

FY21 Budget Homeless Prevention Program is included and this program has 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 | 1,152,146 | 1,345,161 | (193,015) |
| Expenditures | 1,159,930 | 1,239,183 | 79,253 |
| Net compared to budget | (7,784) | 105,978 | (113,762) |

Favorable expenses due to vacant positions over budgeted, possible reforecast.

Management & Bookkeeping Fee revenue budget amount is high. Possible reforecast.

ENTITY-WIDE TOTALS

| | Actual | Budget | Variance Favorable (Unfavorable) |
|-----------------------------------|------------------|------------------|-------------------------------------|
| HAP Revenue | 32,765,940 | 23,218,597 | 9,547,343 |
| HAP Payments to Landlords | 31,491,168 | 21,948,044 | (9,543,124) |
| <i>HAP Surplus (Deficit)</i> | <i>1,274,772</i> | <i>1,270,553</i> | <i>4,219</i> |
| Fee & Other Revenue | 9,228,139 | 8,509,654 | 718,485 |
| Expenditures | 7,077,742 | 7,715,066 | 637,323 |
| Unrestricted Profit (Loss) | 2,150,397 | 794,589 | 1,355,808 |
| Net Profit (loss) | 3,425,168 | 2,065,142 | 1,360,027 |

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

Executive Director Jones reported that Smith's Pharmacy is holding a COVID-19 vaccination clinic at Tom Sawyer Village on March 5, 2021. They will have a total of 200 vaccines to administer to RHA seniors 65 years and older, starting with the oldest seniors first. Staff has been calling all qualified seniors to assist with making vaccination appointments, assisting with filling out the required form, making reminder calls the day of, as well as providing transportation if needed. Having the clinic on-site is a convenient way to administer the vaccine to our residents. Many of our most senior residents have already received the vaccine. Staff has passed along contact information from the County Health and Human Services Agency to homebound seniors so they can receive their vaccine in their home.

The Nevada Housing Division's first round of CHAP funding has been expended. Over the seven-month period, the RHA has helped over 1,000 families and disbursed over \$8 million in rental assistance to the community. The new round of CHAP funding from Washoe County is before the Board today. It is also going before the Board of County Commissions, as well. The County is allocating \$6.3 million to the RHA to continue to administer emergency rental assistance to those affected by the COVID-19 pandemic.

There are a few different requirements for this program. There is a preference for families and individuals that have been unemployed for 90 days or more, as well as households below 50 percent of median income. An attestation form is allowable if the required documentation cannot be provided. The program also offers assistance for utilities such as power, water, sewer, trash, and internet. This funding is for residents of the City of Sparks and unincorporated Washoe County.

The City of Reno (City) plans to allocate \$5.7 million to the RHA for rental assistance, which may be voted on at the March 10th City Council meeting. The State of Nevada will also have Emergency Rental Assistance Program (ERAP) funding available to be used as a backstop if all of the monies from the City and the County are expended.

Commissioner Schieve stated the RHA needs to ensure the seniors are receiving the information as to where they can get vaccinated, and that this is a top priority. She mentioned the City has acquired a vaccine truck that will be rolled out in the future. She will forward more information about this to the Executive Director once finalized. Commissioner Schieve has a volunteer committee that is available to contact our seniors, if needed.

A. Update on MTW Activities

- Staff is finalizing the upcoming FY2022 plan. Expansion to the WFD program to allow parents and youth to participate in coordinated plans to promote self-sufficiency. We are also proposing to increase flat rents for public housing households to mirror the HCV program payment standards and allow incentives toward self-sufficiency after 12 months.

B. Update on Housing Choice Voucher Program / Asset Management

Housing Choice Voucher Program – Heidi McKendree

- Total Voucher Allocation: 2524
- MTW Baseline: 2382
- HUD VASH Allocation: 416
- Housing Choice/Project Based Vouchers issued and leased – 2236
- Housing Choice/Project Based Vouchers issued and shopping – 8

- HUD VASH Vouchers currently issued and leased – 228
- HUD VASH Vouchers currently issued and shopping – 22
- New clients briefed in January 2021 – 5
- Due to COVID-19 related concerns, in-person briefings have been suspended since November. Staff began conducting remote briefings in February in order to continue issuing vouchers to clients referred from the Admissions Department.
- Housing Quality Standards inspections conducted in January 2021 – 32
- All regular inspections of occupied units were cancelled beginning November 16, 2020 due to increased COVID-19 related concerns. Move-in inspections of unoccupied units continue to be conducted to facilitate client's ability to lease and move-in to units. On February 1, 2021 the department resumed conducting biennial HQS inspections.

Public Housing – Maribel Martinez

- Public Housing ended the month of January leased at 97.89%.
- Maintenance have resumed entering units to address work order based on priority and oldest open date. All necessary PPE equipment will be provided to protect staff and residents.
- Management is working full time in the office as they are able to safely distance themselves from others due the individual office set up. They continue to see residents by appointment only. All necessary PPE equipment is provided to protect staff and residents.
- The anticipated live date of the Work Order Touch Module is March 1, 2021.
- We are working with the NV Energy Power Shift Program to possibly facilitate energy efficient appliances for our residents.
- We are in the process of hiring a Public Housing Intern and a Maintenance I staff. We are happy to announce Kat Merced's promotion to the Research Administrator position.

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

Elderly Services

- Holy Cross Catholic Church made another donation of non-perishable foods that RHA staff delivered to seniors and families in need.
- Smith's Pharmacy will be hosting a COVID-19 vaccination clinic at Tom Sawyer Village for PH seniors 70 years and older. With the help of interns from Immunize Nevada, RHA seniors will be given the opportunity to sign up for the clinic starting with our oldest population first.

Workforce Development (WFD)

- The WFD department is working on creating a single intake process with partnering agencies to streamline the process and reduce the burden on participants of our programs.
- The WFD Coordinator continues focusing on engaging new program participation, meeting the needs of current participants, and establishing new partnerships.

Youth Activities

- RHA staff continues to work on the creation of the new Youth Workforce Development Program for RHA high school seniors to begin in the Fall of 2021.
- Summer Camp sign ups with Sierra Nevada Journeys are now underway! RHA received 40 spots again this year. Spots were first offered to youth that were not able to attend last year's camp as it was cancelled due to the COVID-19 outbreak. The remaining spots are being offered on a first come first served basis.

- 19 RHA youth turned in report cards with either a 3.0 GPA or zero unsatisfactory citizenship grades to participate in the School Incentive Program (SIP). The 19 students were entered into a raffle and 5 won prizes such as a tablet, a scooter, a Bluetooth record player, or a camera.
- The Jr. Ski Program has officially begun! RHA families are so thankful for the opportunity to enjoy an activity together for the next couple of months.

D. Update on Modernization Activities

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

- **(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, 2020 in the amount of \$9,400. The reconnaissance and needed survey work is now 100% complete. McElhaney has a cost estimate of \$42,383.09 per building section (x 22) building sections for a total of \$932,427.98 assuming all building sections will require equal time and material. A 30% contingency was added to create a final budget number of \$1,212,156.37.
- **(OPS) 1245/1247 Carville Court:** Discussions to proceed with scoping the needs to address the structural concerns with the vacant building on Carville Court have begun. Staff had ACM testing performed at multiple locations within the building. ACM test results will determine how to scope the project in its entirety, and then we will proceed with advertising the associated abatement.
- **(OPS) 2430 Tom Sawyer Unit B - Asbestos Abatement & VCT Floor Tile:** The existing VCT floor tiles in this unit have begun to pop loose. Due to the presence of black mastic used and the era of the existing flooring, it was determined to have ACM testing performed. With the likelihood of the flooring mastic being hot as with prior similar units, staff has begun the process of lining up abatement and flooring contractors.
- **(OPS) 1438 Silverada Bathroom Floor Replacement:** The bathroom flooring in this unit has started to fail and tiles are popping loose. An advertisement to demo, replace backerboard including leveling and targeting drainage toward the ADA shower drain, and replace floor tile was advertised on January 22, 2021 for a period of 30 days. A job walk was successfully completed on February 4, 2021 with multiple interested contractors.
- **(OPS) 1498 Silverada Tub Surround:** A project to replace the Swanstone tub surround at this unit was determined by staff. This project was advertised on December 31, 2020 with a job walk held on January 13, 2021. RCM Construction was the low apparent bidder and was awarded this project on February 8, 2021. Work will begin once RCM provides a schedule.
- **(N/A) 1035 8th Street Property:** Staff has begun to research the advertisement for a contractor led design-build as requested. The process of which this new type of advertisement will need language revisions to conform with HUD. Staff will continue to work on this advertisement.
- **(N/A) Horizon Hills:** An Architectural Service Agreement was created and sent over to H + K Architects. A fee proposal from H + K partnering with Wood Rodgers for the requested services was received as a stipulated lump sum of One Hundred Six Thousand Four Hundred dollars **(\$106,400.00)** (H+K = \$55,900.00) (Wood Rodgers = \$50,500.00).

E. Update on other Agency activities

- The draft audit is before the Board today, along with a presentation from our auditors, Clifton Larson Allen.

- Due to COVID 19, the lobby and all common areas remain closed to the public. Clients continue to utilize the dropbox and email to submit documents. Staff continues to split their time working from home and the office, with only 50% of each department in the office at one time.
- The Washoe County Health Department notified RHA staff that they are eligible to receive the COVID vaccine.
- The CDC extended the eviction moratorium to March 31, 2021, which coincides with the State of Nevada eviction moratorium.
- The RHA has been approached by Washoe County Department of Health and Human Services to apply for 15 Homeless Youth Initiative (FYI) vouchers. Washoe County would administer the case management and support to the youth and the RHA would administer the voucher. The MOU is before the Board today for approval.
- The Director of Asset Management and Director of Development are working with NV Energy and their Powershift program to receive new Energy Star refrigerators for our Public Housing sites at no cost to the Agency.
- Paradise Park –Staff sent out surveys to our residents regarding use of the park. Over 100 surveys were returned. The Executive Director met with Shanda Golden to provide her copies of the surveys to assist her efforts in cleaning up the park. Resident responses for not utilizing the park ranged from cleanliness, homeless population, safety, and crime.
- Media coverage- The Mayor and Executive Director participated in an interview with KTVN and KOLO regarding the new HUD VASH vouchers.
- CHAP
 - The funding from the Nevada Housing Division Funds (\$5M) has been exhausted effective February.
 - Total funds expended for rental assistance in Washoe County totaled \$8,055,509. Total families assisted 1,027.
 - The Emergency Rental Assistance Program (ERAP) funding will be awarded to the local jurisdictions and State. The RHA has been asked to continue to administer the temporary rental assistance program (CHAP).
 - The agreement between the RHA and Washoe County to administer \$6,380,855 of rental assistance funds is before the Board today for approval.
 - The Nevada Housing Division has indicated they will award the RHA \$10M in rental assistance funds.
 - The City of Reno has indicated they will award the RHA \$5.7M in rental assistance.
 - Media coverage – The Mayor and Executive Director participated in an interview with KTVN and KOLO regarding the new rental assistance funding.

F. Strategic Plan

- Bond Rating - The Executive Director and the Director of Administration participated in a call with Moody's Investor Service to discuss obtaining a bond rating.
- Cares Campus - Director Staff toured Our Place ran by Washoe County. A tour is being scheduled to tour the current shelter site. RHA staff will be attending upcoming meetings with community stakeholders on the status of site improvements.
- Staff has looked at potential alternative office space in preparation for the NDOT expansion and RAD.

- Staff has started evaluating the Agency's organizational structure.

7. 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 discussions with John Gallagher, attorney for the 4th Street property, regarding the possibility of Wells Cargo's willingness to relinquish the storage units to the RHA for a possible income source, continued work on the boundary-line egress on the 4th Street property, reviewed and edited the MOU with the County and the Eddy House for the FYI vouchers, and reviewed and edited the Washoe County ERAP grant agreement.

8. Consider adoption of Resolution 21-02-05 RH authorizing the Executive Director to enter into an agreement with Washoe County to administer the Emergency Rental Assistance Program (ERAP) grant in the amount of \$6,380,855 to Washoe County residents impacted by the COVID-19 pandemic. (For Possible Action)

Vice Chairman Aiazzi motioned to approve Resolution 21-02-05 RH. Commissioner Schieve seconded the motion. Hearing no further discussion, Chairman Sullivan called for the question. The vote was all ayes and no nays. Chairman Sullivan declared the motion carried and the resolution approved.

9. Additional items:

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

There were no matters of concern discussed.

- 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: March 23, 2021; April 27, 2021 and May 25, 2021. (For Possible Action)

11. Public Comment. The opportunity for public comment is reserved for any matter within the jurisdiction of the Board. No action on such an item may be taken by the Board unless and until the matter has been noticed as an action item. Comment from the public is limited to three minutes per person.

There was no public comment.

12. Adjournment. (For Possible Action)

Commissioner Wilhelms moved to adjourn the meeting. Vice Chairman Aiazzi seconded the motion. Hearing no further discussion, Chairman Sullivan called for the question. The vote was all ayes and no nays. Chairman Sullivan declared the motion carried and the meeting adjourned at 12:55 pm.