

MINUTES OF THE REGULAR MEETING  
HOUSING AUTHORITY OF THE CITY OF RENO  
BOARD OF COMMISSIONERS  
April 27, 2021

The April 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 12:06 pm on Tuesday, April 27, 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  
Oscar Delgado, **joined at 12:11 pm**  
Barbara Wilhelms

**Commissioners Absent**

Mayor Hillary Schieve

**Staff Present**

Amy Jones, Executive Director  
Chuck Zeh, Legal Counsel  
Mishon Hurst, Deputy Executive Director  
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**

Heidi McKendree, Director of Rental Assistance

**Others Present**

Farrah Downey, JF Downey Realty Consulting & Advisory Services, LLC

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

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

Farrah Downey of JF Downey Realty Consulting & Advisory Services, LLC introduced herself as the independent contractor for the Housing Resource Specialist contract with RHA.

- **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)**

Commissioner Wilhelms moved to approve the agenda posted on April 22, 2021. Vice Chairman Aiazzi 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 March 23, 2021. (For Possible Action)**

It was moved by Commissioner Wilhelms to approve the minutes of the regular Board meeting held March 23, 2021. Vice Chairman Aiuzzi 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. Presentation from Farrah Downey, JF Downey Realty Consulting & Advisory Services, LLC, independent contractor for RHA's Housing Resource Specialist pilot contract. (For Discussion)**

Independent Contractor Farrah Downey presented an overview of the Emergency Eviction Prevention Program of Northern Nevada (EPPNN) highlighting its importance and successes in preventing homelessness for individuals in the community. Practices utilized in preventing homelessness include mediation, pre-qualification for rental assistance, advisory services and interpersonal skills. Community partners that assisted with the program include Washoe County Human Services Agency, Opportunity Alliance Nevada, City of Reno; Rental Assistance Program/ Housing, Safe Embrace, Access to Healthcare/Nevada Care Connection, Roots to Wings Consulting LLC, Siegel Suites Companies, Century Park Apartments, Community Advocate Natalie Handler; homeless and housing expert, Reno Sparks Mutual Aid, Life Changes, Inc., United States Dept of Veterans Affairs/ Health Care of Homeless Veterans, and Northern Nevada Veterans Resource Center. EPPNN has assisted 95 individuals and families as of April 5, 2021.

The Board agreed to extend Ms. Downey's contract for an additional 90-day period.

**3. 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 21-04-01 RH approving a revision to the Housing Authority of the City of Reno's Administrative (ADMIN) Plan for Section 8 Housing Choice Voucher and Project Based Voucher Programs to update Appendix 2 to coincide with the recently released FY 2021 HUD Income Limits for Washoe County. (For Possible Action)
- b) Consider adoption of Resolution 21-04-02 RH approving a revision to the Housing Authority of the City of Reno's Admissions and Continued Occupancy Policy (ACOP) of Public Housing Units to update Appendix II to coincide to the recently released FY 2021 HUD Income Limits for Washoe County. (For Possible Action)
- c) Consider adoption of Resolution 21-04-03 RH to modify the Organizational Plan/Staffing Chart to (1) add a senior project manager position in the Development department, (2) add an accounting clerk position in the Administration department, (3) add a director of human resources position, (4) amend the position title of the development specialist to project coordinator, and (5) amend the position title of the community outreach coordinator to public information officer. (For Possible Action)

- d) Consider adoption of Resolution 21-04-04 RH to approve the implementation of Electronic Document Management Services (EDMS) with Avèro Advisors for EDMS Integration Project Management Services in the amount of \$98,400. (For Possible Action)
- e) Consider adoption of Resolution 21-04-05 RH authorizing the Executive Director to negotiate and enter into a contract for Laserfiche software licensing and professional services with Global Solutions Group in the amount not to exceed \$80,000. (For Possible Action)

Vice Chairman Aiazzi motioned to approve Resolutions 21-04-01 RH through 21-04-05 RH. Commissioner Wilhelms 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.

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

There were no reports regarding routine matters.

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

**ENTITY-WIDE FINANCIAL REPORT FOR THE 9 MONTHS ENDED March 31, 2021**

**PUBLIC HOUSING**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	3,046,003	3,081,946	(35,943)
Expenditures	3,300,363	3,576,253	275,890
<b>Net Profit (loss)</b>	<b>(254,360)</b>	<b>(494,307)</b>	<b>239,947</b>

Revenue in-line with budget as we received \$195,525 of the additional operating subsidy funds for COVID-19 which was offset by postponing rent increases until January during the pandemic.

Favorable expenditures driven by positions that are vacant and haven't been filled due to COVID-19 which drove \$190k favorable to budget. Management & bookkeeping fee expense budgeted high by \$123k.

**HOUSING CHOICE VOUCHER (S8 and MTW)**

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	21,260,522	12,856,820	8,403,702
HAP Payments to Landlords	21,384,275	11,223,252	(10,161,023)
Fee & Other Revenue	3,237,938	2,462,354	775,584
Expenditures	2,381,253	2,416,649	35,396
<b>Net Profit (loss)</b>	<b>732,932</b>	<b>1,679,274</b>	<b>(946,342)</b>

Fee & Other Revenue reflects the CHAP rental assistance the RHA received from the City of Reno, City of Sparks and Nevada Housing Division, of \$781K more than budget.

Reimbursement request for previous MTW activity of \$1.8M was received in April and will be reflected in the next board report including rent revenue lost of \$755,972.

**Neighborhood Stabilization Program (NSP)**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	843,600	830,570	13,030
Expenditures	482,178	484,587	2,409
<b>Restricted Profit (loss)</b>	<b>361,422</b>	<b>345,983</b>	<b>15,439</b>

**Business Activities**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	2,402,787	2,334,109	68,678
Expenditures	1,262,649	1,323,732	61,083
<b>Unrestricted Profit (loss)</b>	<b>1,140,138</b>	<b>1,010,377</b>	<b>129,761</b>

**WASHOE AFFORDABLE HOUSING (WAHC)**

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	19,399,238	16,995,662	2,403,577
HAP Payments to Landlords	19,399,238	16,995,662	(2,403,577)
<b>HAP Surplus (Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Admin and Fee Revenue	677,815	502,512	175,302
Expenditures	502,378	547,240	44,862
<b>Unrestricted Profit (Loss)</b>	<b>175,437</b>	<b>(44,727)</b>	<b>220,164</b>
<b>Net compared to budget</b>	<b>175,437</b>	<b>(44,727)</b>	<b>220,164</b>

FY21 Budget Homeless Prevention Program is included and this program has resumed.

Actual HAP revenue and expenses were budgeted low.

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

Admin and Fee Revenue budgeted at 82.5% of prior year but actuals have remained consistent year over year.

**COCC**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,472,176	1,729,493	(257,317)
Expenditures	1,487,699	1,593,235	105,537
<b>Net compared to budget</b>	<b>(15,523)</b>	<b>136,257</b>	<b>(151,780)</b>

Unfavorable revenue due to management and bookkeeping fee revenue budgeted high but has remained consistent year over year.

Favorable expenses due to vacant positions.

**ENTITY-WIDE TOTALS**

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	40,659,760	29,852,482	10,807,278
HAP Payments to Landlords	40,783,513	28,218,914	(12,564,600)
<b>HAP Surplus (Deficit)</b>	<b>(123,753)</b>	<b>1,633,568</b>	<b>(1,757,321)</b>
Fee & Other Revenue	11,680,318	10,940,984	739,334
Expenditures	9,416,520	9,941,695	525,176
<b>Unrestricted Profit (Loss)</b>	<b>2,263,798</b>	<b>999,289</b>	<b>1,264,509</b>
<b>Net Profit (loss)</b>	<b>2,140,045</b>	<b>2,632,857</b>	<b>(492,812)</b>

Director of Administration Aeschlimann reported that staff utilized a Moving to Work activity enabling the delay in rent increases for individuals receiving unemployment due to COVID. Staff requested a reimbursement from HUD in which \$1.8M was received. This additional funding will be reflected in next month's financials.

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

Executive Director Jones reported that the Emergency Rental Assistance Program (ERAP) has paid out \$1.4M. Currently, staff is working through 781 applications for assistance. It is anticipated that with the applications now in process, \$10M will be disbursed. Applications for assistance continue to be received. It is anticipated that staff will be able to process these applications thereby spending the additional \$10M that is available. There are seven additional temporary staff that have been hired to absorb the workload.

Staff has requested a reimbursement of \$5.5M from HUD for the purchase of the Nevada CARES Campus. This reimbursement will come from HUD held reserves.

Staff will be holding COVID-19 vaccine clinics on-site in partnership with Community Health Alliance. Staff is assisting residents and members of the community to ensure they are able to make their scheduled appointments. Staff is also working with NVEnergy for additional opportunities for clients.

#### **A. Update on MTW Activities**

- Staff requested reimbursement from HUD for the purchase of the Nevada Cares Campus property in the amount of \$5.15M

#### **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 – 2222
- Housing Choice/Project Based Vouchers issued and shopping – 97
- HUD VASH Vouchers currently issued and leased – 222
- HUD VASH Vouchers currently issued and shopping – 36
- New clients briefed in March 2021 – 31
- Staff resumed conducting in-person briefings in March to continue issuing vouchers to clients referred from the Admissions Department. In-person briefing sessions are kept small, at no more than 5 families per session, to maintain social distancing.
- Housing Quality Standards inspections conducted in March 2021 – 333

##### **Public Housing**

- Public Housing ended the month of March leased at 98%.
- Managers attended a Nan McKay Hearing Officer training to increase their knowledge on the file review process.
- Staff has been conducting UPCS inspections and addressing emergency items immediately.
- Maintenance has been focusing on turning on irrigations, addressing leaks, and cleaning grounds.

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

##### **Elderly Services**

- On April 2<sup>nd</sup>, the second dose of the Moderna vaccine was administered to 200 RHA seniors aged 65 and older. This clinic was hosted by RHA at Silverada Manor in partnership with **Immunize Nevada** and **Smith's Pharmacy**.
- On April 10<sup>th</sup>, RHA hosted another round of 250 Janssen (Johnson and Johnson) COVID-19 vaccines for RHA residents aged 18 and older, as well as other vulnerable populations in the Reno/Sparks community. RHA will continue to be a point of distribution for community clinics to continue to provide residents with vaccination opportunities.
- **The Bridge Church of Reno** donated 100 Easter dinner kits and 100 hams to RHA residents. RHA staff delivered these items to very thankful seniors and families in Public Housing at Silverada Manor, Tom Sawyer Village, and Mineral Manor.

- **Holy Cross Catholic Church** made two large donations of non-perishable food to RHA during the month of April. The donations were delivered to senior and family site residents in need.

### **Workforce Development (WFD)**

- WFD staff are planning to implement in-person workshops in the coming weeks. Enrollment has increased and remote workshops are no longer meeting the needs of our residents.
- Staff continues to build partnerships in the community and address the individual needs of participants in achieving self-sufficiency.

### **Youth Activities**

- **The Bridge Church of Reno** donated 75 Easter baskets that RHA staff delivered to the children of Mineral Manor along with full Easter dinner kits and hams.
- RHA staff is working with **The Nature Conservancy** to provide a safe, socially distant, service-learning project opportunity in May for the youth attending **Sierra Nevada Journey's** summer camp.
- The Junior Ski season with **Sky Tavern** officially ended April 11<sup>th</sup>. Multiple families reached out to RHA staff extremely grateful for the experience. Families are already looking forward to returning next year!
- RHA staff is working diligently with WFD staff and **The Children's Cabinet** to create an official partnership in which RHA youth and families will receive Children's Cabinet's wraparound services in addition to the services already provided by RHA. Children's Cabinet services may include crisis intervention, treatment program referrals, childcare subsidies, and more. The partnership will help many families gain access to programs and resources offered in our community.

### **D. Update on Modernization Activities**

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

- **(CF2018) Stead Manor Landscape Improvements:** There are many areas for landscape improvements at Stead Manor. CF2018 funds will be spent on replacing RHA owned backflow devices, drip stations, spray stations, and associated drip lines as needed. Stead Manor Landscape Improvements was advertised on April 2, 2021. All other landscape improvements at Stead Manor will be postponed until the CF2019 Tree Trimming and Removal project is complete.
- **(CF2019) Stead Manor Sewer Line Replacement and Improvements:** The sewer line at Stead Manor has shown signs of fatigue and failure. An advertisement to replace and reconfigure as needed the sewer line underneath each building at Stead Manor including any necessary excavation of dirt and debris needed to complete this project was advertised on March 24, 2021.
- **(CF2019) Multi-Site Tree Trimming and Removal:** Several RHA owned sites have had recent roots in sewer line service calls. As part of tree trimming and removal of end of useful life trees, addressing tree roots that have penetrated our sewer lines at multiple sites, coupled with the need to improve security camera coverage area and future security camera improvement projects has become a priority. Urban Forestry will be contacted as needed to assist in determining trees that are at or near the end of their useful life, but any tree deemed to be invasive to our sewer lines will be removed without assistance.

- **(CF2019) Mineral Manor Water Heater Replacement:** Several of the water heaters at Mineral Manor have begun to fail and/or have created several service calls. As part of standardizing inventory and replacing aged out water heaters, staff has begun to compile a list of water heaters at Mineral Manor that will be replaced under CF2019. We expect to advertise this work late April.
- **(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. Advertisement for this project is anticipated to take place summer 2021.
- **(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 18 locations within the building with several areas of joint compound and all of the spray acoustic ceiling came back positive for Asbestos. An Invitation to Bid for ACM Abatement was advertised on March 2, 2021 with a bid due date of March 26, 2021. All Eagle LLC was the apparent low responsive bidder in the amount of \$24,270.00. Contractor to provide a schedule of work.
- **(OPS) 1438 Silverada Bathroom Floor Replacement:** The bathroom flooring in this unit has begun 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 Friday, January 22, 2021. Avail Enterprises was the apparent low responsive bidder at \$6,600.00. Commencement of work began Monday, March 22, 2021 and was completed on Monday, April 12, 2021.
- **(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 responsive bidder and was awarded this project on February 8, 2021. Work was expected to start on Monday, March 22, 2021, but was delayed due to items on back order. Work is now expected to begin Wednesday, April 14, 2021.
- **(N/A) 1035 8<sup>th</sup> Street Property:** An RFQ for Architectural Services was advertised on Friday, March 19, 2021. The bids due date for this advertisement is Friday, April 30, 2021.
- **(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**

- Based on the Governor's newest guidance on the reopening of the State, staff plan to return to the office full-time on June 1, 2021. We are assessing the timeline to reopen the lobby and common areas. Until then, clients will continue to utilize the drop box and email to submit documents.
- The CDC extended the eviction moratorium to June 30, 2021.
- Finance staff is working on the FY22 operating budget.



- Finance staff is working with Wells Fargo to convert the construction loan for WJW to a permanent loan.
- An update of the Union negotiations will be provided to the Board today.
- Independent Contract JF Downey is presenting to the Board today on the work she has been doing over the last three months to help individuals stay in their homes, find housing, and/or resources.
- CARES Act Housing Assistance Program (CHAP)
  - The agreement between the RHA and Washoe County to administer \$6,380,855 has been approved and executed.
  - The agreement between the RHA and City of Reno to administer \$5.7M of rental assistance funds is being finalized.
  - The agreement between the RHA and the Nevada Housing Division to administer \$10M of rental assistance funds has been approved and executed.
- Additional Partner Highlights for April
  - Opportunity Alliance Nevada
  - Northern Nevada Reading Coalition
  - Safe Kids Washoe County
  - Washoe County Children's Mental Health Consortium
  - Bobo's Ski & Board
  - Access to Health Network
  - Washoe County Senior Services

## **F. Strategic Plan**

- Nevada Cares Campus
  - Director staff toured the current shelter with VOA staff.
  - Executive Director had a follow up call with VOA staff to discuss transitional housing models.
  - Director staff had a call with Haven for Hope to discuss their campus model in San Antonio.
  - Executive Director attends monthly meetings regarding site improvements with community stakeholders.
  - The Chairman, Vice-chairman and director-level staff toured the new shelter on March 30, 2021.
  - Staff toured Crossroads on March 29, 2021.
  - A follow-up meeting with Catholic Charities is scheduled for April 23, 2021 to discuss the Crossroads model.
  - Executive Director met with a developer that produces affordable housing made from shipping containers as a possible option for transitional housing.
  - Deputy Executive Director toured the new shelter with Washoe County Manager, Eric Brown.
- Increasing the number of units
  - The Chairman and director staff toured three different motels for possible purchase to preserve affordable housing.
  - Development department outline provided to the Board for review.

- Staff continues to look at potential alternative office space in preparation of the NDOT expansion and RAD.
  - Before the Board today are changes and additions to the Org Chart to support various departments and Agency growth.
  - Staff has begun evaluating the Agency organizational structure.
- 7. Closed Session: Update from the Executive Director on the status of the negotiations of a new Collective Bargaining Agreement (CBA) and its fiscal impact. The Board may give direction to staff in closed session regarding the position or positions to be taken or the strategy to be employed in the negotiations leading to the execution of a new CBA. While the Board may deliberate on this matter, NO ACTION MAY BE TAKEN in the closed session.**

Vice Chairman Aiazzi moved to go into Closed Session. Commissioner Wilhelms 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. The meeting was adjourned into Closed Session at 12:58 pm.

- 8. Open Session: Update from the Executive Director on the status of the negotiations of a new CBA and its fiscal impact. No action will be taken. (Discussion)**

The Board moved to go back into Open Session at 1:23 pm. All Board members and staff members previously present were in attendance. No action was taken in the Closed Session.

- 9. Discussion of RHA's financial resources available for future development and growth for affordable housing opportunities within the community served by the RHA. Discussion may include but not limited to current funding resources and alternative funding sources, such as bonding if applicable. (Discussion)**

Executive Director Jones explained that staff has been concentrating on the Strategic Plan, specifically development opportunities and getting more affordable units into the community. The Rental Assistance Demonstration (RAD) is a program that affords agencies the opportunity to do this. In order to move forward with RAD, staff would like to procure a RAD consultant to assist with the process. McGraw Court would be a property that could easily be converted to RAD as it has no capital needs at this time. The initial step would be to place it on the RAD waitlist. Once that is complete, the funding sources can be transferred from Public Housing to Section 8. Mineral Manor would be another property to consider for RAD due to the impact the expansion of the Spaghetti Bowl will have on the site. Tom Sawyer Village and Silverada Manor would also be good candidates for the RAD waitlist.

Staff has been researching the market for a new office building. Finding adequate space and a location that is convenient for clients has been challenging.

The Development department needs additional staff to handle the anticipated increase in their workload due to the Board's direction of putting more affordable units into the community. The scope of this department includes the new construction needs, as well as Capital Fund Projects for Public Housing. Staff is evaluating position titles and salaries within the department to make adjustments where necessary to attract qualified candidates.

Staff is reviewing internal databases to identify the type of units that would benefit the community, whether that is single-family units, senior housing, etc.

The one to three-year strategic plan for development is to build on the 8<sup>th</sup> Street property and to construct units on the Nevada CARES Campus. The Request for Qualifications (RFQ) on the 8<sup>th</sup> Street property is due on April 30<sup>th</sup>. Due to the size of the site, it is limited to five to six units. Staff is considering a phased approach for the Nevada CARES Campus and estimates the number of units for the first year to be between 40 and 50 units. Mineral Manor RAD conversion options are also being considered within this time period. An option for this site would be to move office staff into a new building, build new units on the current office site and move residents impacted by the Spaghetti Bowl expansion into the new units. Converting Mineral Manor into RAD will give RHA the opportunity to increase the number of units on the site.

In the preceding four to five-year plan, staff will consider converting Tom Sawyer Village and Silverada Manor to RAD. This will enable the Agency to consider either adding units to those sites or rehabbing the current units. Sewer lines at both sites are in need of costly repairs, as well as other improvements that are needed as these sites are over 50 years old.

Staff is considering whether it would be beneficial to enter into private-public partnerships to assist with these development projects. There are many additional development options that staff are considering including purchasing vacant land or existing units and converting current motel properties into affordable housing units. Acquiring funding sources for this development plan are also part of this equation.

Several options to relocate residents of Mineral Manor and the main office were discussed. Vice Chairman Aiazzi indicated he is in favor of the Agency moving forward with bonding to accelerate the development plan. The process of bonding is fairly straightforward for the Agency. The Board and staff are in the process of determining a specific development and financial plan in order to go forward with the bonding process. The intent is that a bond is a direction the Board will take as long it aligns with the development and financial plans once those are finalized.

**10. Discussion and possible action of the Development department's role in the future growth of RHA and its affordable housing projects. Discussion to include, but not limited to, restructuring the department's staff positions and duties, and future project scope and needs relevant to affordable housing development opportunities. (Discussion and Possible Action)**

Discussion of this item was covered within item 9.

**11. 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)

Chairman Sullivan reminded the commissioners that an invitation was sent out for PHADA's Virtual 2021 Annual Convention and Exhibition, May 17-18, 2021. Kathy Merrill will register interested commissioners. This is a free conference and a great opportunity to

stay relevant on affordable housing topics.

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: May 25, 2021; June 22, 2021; and July 27, 2021. (For Possible Action)

**12. 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.

**13. 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 1:41 pm.