

MINUTES OF THE REGULAR MEETING  
HOUSING AUTHORITY OF THE CITY OF RENO  
BOARD OF COMMISSIONERS  
May 25, 2021

The May 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 12:00 pm on Tuesday, May 25, 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, **joined at 12:04 pm**  
Oscar Delgado, **joined at 12:04 pm**  
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  
Ryan Aeschlimann, Director of Administration  
Cathy Steed, Elderly Services Administrator  
April Conway, Public Information Officer  
Samantha Arellano, IT Manager  
Kathy Merrill, Executive Administrative Assistant

**Staff Absent**

**Others Present**

Britton Griffith, RHA Development Committee Chair  
Rhea Gertken, Nevada Legal Services Attorney

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

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

RHA Development Committee Chair Griffith introduced herself for the record.

- **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 May 20, 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 April 27, 2021. (For Possible Action)**

It was moved by Commissioner Wilhelms to approve the minutes of the regular Board meeting held April 27, 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 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 21-05-01 RH allowing the Executive Director to enter into a contract with H+K Architects and Wood Rodgers in the amount of \$106,400 for the review, assessment, and a preliminary layout of the Horizon Hills property, APN 082-225-10 for possible development of the site. (For Possible Action)

The Board unanimously agreed to pull this item out of consent for discussion.

Executive Director Jones explained that the Horizon Hills property is located in the North Valleys. The property is zoned SF15 single-family residence. Staff advertised for a Request for Proposals (RFP) and H+K Architects and Wood Rodgers were selected to assess the site. They have presented a proposal for the review, assessment, and a preliminary layout of the property for \$106,000.

There are three options to consider for the site. Option one would be to build single-family homes, though the concern would be as to whether families served by the RHA could qualify to purchase these homes once built. The current building market is extremely expensive raising the sales price to make this option feasible. The second option is to build and rent the homes, though when this project was previously brought to the county level for approval several years ago, the RHA received a lot of push back from current homeowners. The third option would be to sell the property and use the funds to develop units that would better serve RHA's clientele.

Vice Chairman Aiazzi commented that building single-family homes would be very costly as the RHA would have to build at the prevailing wage. He is also concerned that this property would not be the best fit for RHA's clientele for needed services such as accessibility to a bus line.

RHA Development Committee Chair Griffith added that the Development committee had discussed this parcel during previous meetings. The consensus was that building single-family homes are out of the scope of RHA and that the committee was in agreement that selling the property would be most beneficial to the clients served by the RHA.

Commissioner Wilhelms agreed with Committee Chair Griffith and Vice Chairman Aiazzi that it may be best to sell the property.

Commissioner Schieve and Commissioner Delgado joined the meeting at this time. Chairman Sullivan reviewed the discussion regarding the site. Commissioner Delgado agreed with the Board to hold off on approving the resolution at this time.

Vice Chairman Aiazzi motioned to postpone approval of Resolution 21-05-01 RH regarding the contract with H+K Architects and Wood Rodgers, and further directed the Executive Director to present options for selling the property at the next Board meeting. 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.

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

There were no reports regarding routine matters.

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

**ENTITY-WIDE FINANCIAL REPORT FOR THE 10 MONTHS ENDED APRIL 30, 2021**

**PUBLIC HOUSING**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	3,630,157	3,605,935	24,222
Expenditures	3,750,702	3,998,477	247,776
<b>Net Profit (loss)</b>	<b>(120,545)</b>	<b>(392,543)</b>	<b>271,998</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 \$160k favorable to budget. Management & bookkeeping fee expense budgeted high by \$130k.

Revenue received of \$237,897.00 from MTW Activity Simplify Rent Calculation.

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

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	29,496,523	14,285,350	15,211,173
HAP Payments to Landlords	23,425,833	14,285,355	(9,140,478)
Fee & Other Revenue	3,452,913	2,478,125	974,788
Expenditures	2,785,853	2,359,435	(426,418)
<b>Net Profit (loss)</b>	<b>6,737,750</b>	<b>118,685</b>	<b>6,619,065</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 \$884K more than budget.

Reimbursement request for previous MTW activity of \$1.8M was received in April. Also, MTW NV CARES Campus reimbursement of \$4,850,700 was received.

Expenses unfavorable to budget driven by COVID expenses

**Neighborhood Stabilization Program (NSP)**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	941,778	967,831	(26,053)
Expenditures	525,172	582,115	56,943
<b>Restricted Profit (loss)</b>	<b>416,606</b>	<b>385,716</b>	<b>30,890</b>

**Business Activities**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	2,669,632	2,774,085	(104,453)
Expenditures	1,339,088	1,583,104	244,016
<b>Unrestricted Profit (loss)</b>	<b>1,330,544</b>	<b>1,190,981</b>	<b>139,563</b>

**WASHOE AFFORDABLE HOUSING (WAHC)**

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	21,481,923	18,884,069	2,597,854
HAP Payments to Landlords	21,481,923	18,884,069	(2,597,854)
<i>HAP Surplus (Deficit)</i>	<i>-</i>	<i>-</i>	<i>-</i>
Admin and Fee Revenue	751,525	611,849	139,676
Expenditures	556,456	607,978	51,522
<b>Unrestricted Profit (Loss)</b>	<b>195,069</b>	<b>3,871</b>	<b>191,198</b>
<b>Net compared to budget</b>	<b>195,069</b>	<b>3,871</b>	<b>191,198</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	1,634,058	1,921,659	(287,600)
Expenditures	1,647,817	1,791,038	143,221
<b>Net compared to budget</b>	<b>(13,759)</b>	<b>130,621</b>	<b>(144,380)</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	50,978,446	33,169,419	17,809,027
HAP Payments to Landlords	44,907,756	33,169,424	(11,738,332)
<b>HAP Surplus (Deficit)</b>	<b>6,070,690</b>	<b>(5)</b>	<b>6,070,695</b>
Fee & Other Revenue	13,080,063	12,359,483	720,580
Expenditures	10,605,087	10,922,147	317,059
<b>Unrestricted Profit (Loss)</b>	<b>2,474,976</b>	<b>1,437,336</b>	<b>1,037,639</b>
<b>Net Profit (loss)</b>	<b>8,545,666</b>	<b>1,437,331</b>	<b>7,108,334</b>

The Agency requested MTW funds for the Nevada CARES Campus. HUD has reimbursed the Agency \$4.8M. Funds held in reserve with HUD are the Agency's money, but HUD can take the funds if they are not spent. An MTW activity was created for development that allows the RHA to use this funding for development projects such as the Nevada CARES Campus. Other MTW activities have been created since the Agency was awarded the MTW status in 2014 that gives us the flexibility to assist our clients through the Workforce Development program and the Landlord Incentive program.

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

Executive Director Jones stated that Mishon Hurst, Deputy Executive Director is leaving the Agency to pursue other opportunities. April Conway, the new Public Information Officer, gave a brief introduction. She stated she has been in public relations in the community for 25 years mostly in state and federal agencies through the army and Nevada National Guard. She most recently served in public relations and administrative roles at the Reno Tahoe Airport Authority.

Director of Rental Assistance McKendree and her staff have been hard at work disbursing Emergency Rental Assistance Program (ERAP) funding to applicants experiencing hardship due to the COVID-19 pandemic. A total of 513 families have been assisted with rent and 49 families have been assisted with utilities with a total of \$3.6M spent so far. Staff is confident it will be able to spend all of the monies from the three jurisdictions by the December 30, 2021 deadline. Average payments made to applicants are \$14,715 for rent and rental arrears and \$1,554 for utility bills.

In partnership with Community Health Alliance, RHA will hold a on COVID-19 vaccine clinic in June at Essex Manor.

The Agency has been awarded 137 emergency housing vouchers and they are specifically for homeless individuals, individuals that are in jeopardy of being homeless, and victims of domestic violence. Individuals seeking this assistance need to be referred by the Continuum of Care and are not required to go through our standard waitlist. Once the details of this new program have been finalized with the Continuum of Care and the City of Reno, staff will publicly announce the details of the program.

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

- The agency received reimbursement from HUD for the purchase of the Nevada Cares Campus property in the amount of \$4,850,700.

#### **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 – 2207
- Housing Choice/Project Based Vouchers issued and shopping – 128
- HUD VASH Vouchers currently issued and leased – 220
- HUD VASH Vouchers currently issued and shopping – 43
- New clients briefed in April 2021 – 35
- Housing Quality Standards inspections conducted in April 2021 – 342

##### **Public Housing**

- Public Housing ended the month of April leased at 99%.
- The managers continue to conduct UPCS inspections that were postponed due to COVID.
- Maintenance has serviced fire extinguishers in all site locations. They continue to turn on swamp coolers, address landscaping needs and work order items.
- The director of asset management is scheduled to start on June 7 and the landscaper position is still being advertised to fill.

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

##### **Elderly Services**

- **Sprouts Market**, in partnership with **Knights in Columbus** delivered a donation of prepackaged meals and other grocery items to our seniors in need.

- Staff has been completing welfare checks and doing home visits with Public Housing Seniors.

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

- WFD staff is working closely with **The Children’s Cabinet** to create an official partnership in which WFD families and RHA youth will receive Children’s Cabinet’s wraparound services in addition to the services already provided by RHA. The partnership will help many families gain access to programs and resources offered in our community.
- WFD staff are creating a schedule of workshops and events to implement over the course of the next fiscal year. Staff are planning to implement in-person workshops in the coming weeks, with the first being a SMART Goals workshop on May 27th.
- Staff continues to build community partnerships and address the individual needs of participants in achieving self-sufficiency.

### **Youth Activities**

- Staff is working with **Sierra Nevada Journey’s** to prepare for summer camp, starting June 13th. Forty RHA youth are signed up to attend camp and are getting very excited!
- The **Northern Nevada Reading Coalition** will be providing a summer literacy program for RHA youth. Each week during summer, youth at Mineral Manor and Essex Manor will have the opportunity to participate in a fun outdoor literacy event and will be able to take a book home to keep.
- Staff is working with **Community Health Alliance (CHA)** to provide our families with an opportunity to receive the COVID-19 vaccine on-site through the CHA mobile vaccine truck.
- RHA hosted a **REMSA** Car Seat Inspection Checkpoint at Essex Manor on May 15th. The event was a great success and RHA will continue to host these events in the future.

### **Additional Partner Highlights for May:**

- Safe Kids Washoe County
- Washoe County Children’s Mental Health Consortium
- Girl Scouts of the Sierra Nevada
- Access to Health Network

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

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

- **(CF2018) Stead Manor Landscape Improvements (Backflow and Irrigation Repairs):** There are many areas for landscape improvements at Stead Manor. CF2018 funds will be spent on replacing RHA owned backflow devices, drip stations and spray stations, as needed. Stead Manor Landscape Improvements was advertised on April 2, 2021. Bids were received April 30, 2021. The lowest responsive bidder was T & T Lawns Plus (\$27,313.00) 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. The initial contract is for building #3 only. This prototype building will provide specific information that will aid Development staff in preparing more accurate plans and specifications for the overall project. The Development Department anticipates awarding the contract for the prototype building May 19, 2021.

- **(CF2019) Multi-Site Tree Trimming and Removal:** This project was advertised May 07, 2021. Bids are due June 04, 2021. We anticipate this project will be on the agenda for approval at the June Board meeting.
- **(CF2019) Mineral Manor Water Heater Replacement:** Staff inspected water heaters and created a replacement matrix based on project budgeting and the age/condition of each appliance. Staff has identified twenty (20) water heaters that are beyond their useful life expectancy. The project was advertised May 07, 2021. Bids for this project are due June 04, 2021.
- **(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:** All Eagle completed abatement of both units April 29, 2021. A clearance letter was issued by Environmental Inspection Services on April 30, 2021. Staff prepared a preliminary construction cost estimate based on the previous structural drawings prepared by McElhaney Engineers and the tenant improvement drawings prepared by RHA (\$317,492.00).
- **(OPS) 1498 Silverada Tub Surround:** RCM began work on this project on April 15, 2021 and was completed on May 04, 2021.
- **(OPS) 2440 "A" Tom Sawyer Tub Surround:** Development has contracted with Advance Installations Inc. (\$6,215.00) to remove and replace the tub/surround and the water closet flange. Work will begin May 20, 2021.
- **(OPS) 3574 Mazzone Unit "F":** The underlayment and sub-floor in the upstairs bathroom has sustained substantial water damage between the water closet and the tub. The source appears to be from both the tub and the water closet. Development staff has requested a proposal from RCM Construction for removal repairs and replacement. Staff expects to have that proposal May 19, 2021.
- **(OPS) 3584 Carlos "G":** The tub and shower in the upstairs bathroom developed a leak in the waste line between the second-floor joist and the kitchen ceiling downstairs. The leak has caused damage to the kitchen ceiling and the counter tops. Development has contracted with Advance Installations Inc. (\$ 4,488.00) to remove upper cabinets and a section of drywall to allow access to the lines for repair, patch the ceiling and re-install the cabinets. The contract includes replacement of the kitchen counter tops. The work began May 18, 2021 and is on-going.
- **(N/A) 1035 8<sup>th</sup> Street Property:** An RFQ for Architectural Services was advertised on Friday, March 19, 2021. The submittal of Statements of Qualifications were due Friday, April 30, 2021. Development received three submittals were received and reviewed by staff. Statements of Qualifications were provided by Frame Architecture, FormGrey Studio Inc., and H & K Architectural Services/Wood Rodgers Civil Engineers & Planners. All three firms were interviewed May 13-14, 2021 . Based on independent scoring of both the Statement of Qualifications and the individual interviews of each firm, staff recommends entering into contract negotiations with H & K Architectural Services/Wood Rodgers Civil Engineers and Planners for professional services.



- **(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). Development staff has reviewed the proposal and scope of services and recommends contract approval.

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

- Based on the Governor's newest guidance on the reopening of the State, the 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.
- Based on the CDCs update to mask requirements, employees that are fully vaccinated and choose not to wear a mask, may do so if they provide a copy of their vaccination card.
- The CDC extended the eviction moratorium to June 30, 2021.
- Finance staff has finalized the FY22 operating budget.
- Finance staff is working with Wells Fargo to convert the construction loan for WJW to the permanent loan.
- April Conway has been hired as the Agency's new PIO.
- The Agency has been awarded 137 Emergency Homeless Vouchers.

## 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 has been approved and executed.
- The agreement between the RHA and the Nevada Housing Division to administer \$10M of rental assistance funds has been approved and executed.

## **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 the 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.
- The Chairman and Executive Director toured Crossroads.
- The Chairman and Executive Director toured two of Greenstreet's affordable housing properties, Steamboat by Vintage and Vintage Crossing.
- The ribbon cutting for the Nevada Cares Campus was held on May 17, 2021. The Executive Director spoke regarding the agency's plans for phase three.
- Increasing the number of units
  - The Chairman and director staff toured three different motels for possible purchase to preserve affordable housing.
  - Staff continues to look at potential alternative office space in preparation of the NDOT expansion and RAD.
  - The Chairman and the Executive Director met with RTC to discuss RTC properties that may be a good fit for affordable housing.
- Development outline provided to the Board for review.
- Finance outline provided to the Board for review.

**6. Discussion and presentation of the Operating budget for year ending June 30, 2022. Consider adoption of Resolution 21-05-02 RH approving the Operating budget for year ending June 30, 2022. (For Possible Action)**

Director of Administration Aeschlimann gave an overview of the 2022 Operating budget. The 2022 Agency-wide budget is projected at a \$2.1M surplus. That compares to the 2021 budget which projected a \$1.7M surplus and a current year to date of \$8.5M. The large difference comes from the Nevada CARES Campus land purchase reimbursement. Any overall surplus can only be used in the program that it was generated from. A conservative approach was used to formulate the budget. In the case where revenues were not certain, these budgets were underestimated, and where expenses were not certain those were overestimated for a more conservative overall budget. Previous budgets were also considered to best determine estimates for this budget. Department Directors were also consulted for input.

Vice Chairman Aiazzi requested that staff account for and set aside monies in the budget for the four priorities and goals that include the Nevada CARES Campus, development acquisition for more housing units, and the master plan of the Agency. Chairman Sullivan indicated that staff has been directed to present a plan laying out funding sources for the Agency's objectives.

Director of Administration Aeschlimann explained that the primary driver of unrestricted funds is business activities. A surplus of just under one million dollars is projected. Part of this funding will need to be used for the deficit in some of the Agency's programs, such as Public Housing.

Director of Administration Aeschlimann explained that an increase of 3 percent was used to estimate salaries and wages. Other budget items were reviewed line by line observing trends and current costs. Staff further considered current indicators of inflation thereby adjusting for

repairs and maintenance based on the outlook of rising prices. Staff mainly requested funding for additional training which was included in the budget.

Vice Chairman Aiazzi motioned to approve the Operating budget for year ending June 30, 2022, and to adopt Resolution 21-05-02 RH approving the Operating budget for year ending June 30, 2022. 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 resolution approved.

**7. Discussion and possible action of RHA's financial resources available for future development and growth of affordable housing opportunities within the community served by the RHA. Discussion may include but not limited to current funding resources, alternative funding sources, and the Development department's overall plan that may include the scope of future projects and staff positions and duties. (Discussion and Possible Action)**

Executive Director Jones indicated the Board packet contains a draft of the direction to move forward with external financial resources that will move the Strategic Plan forward. Staff will continue to finalize the draft to tie in costs to the various components.

Staff will continue to look at the Rental Assistance Demonstration (RAD) option for several Public Housing sites. Converting the Mineral Manor site to RAD may be favorable due to the significant impact the NDOT freeway expansion will have on the site. Procuring a consultant, such as Praxis Consulting Group, could assist with the RAD application process.

Staff has been in discussions with the Regional Transportation Commissioner (RTC) to identify possible properties that may be available to develop. Staff is seeking available office space to house the main office staff as the current space is overcrowded. Increased office space will also be necessary in anticipation of future growth and added staff positions. Locating adequate office space that is easily accessible to clients limits potential options. The Administration department will need to add staff to efficiently track new funding sources caused by the future growth, as well as ongoing funding sources. Staff continues to assess the Scattered Sites properties to determine if selling some properties would allow for future development. The findings will be brought to the Board at the June meeting.

Development of the Nevada CARES Campus site is a big undertaking with many options to consider. Involving community partners could expedite the development of the project. Staff and Chairman Sullivan have toured many local sites to gather similar successful models to replicate. Staff is reviewing its current budget and reserves to fund the site. Consideration is also being made for outside funding, federal funding, private funding, and public-private partnerships. The Agency will be able to subsidize new units.

The Board requested the makeup of the current waitlist and clientele to give the Board and the Development committee a better understanding of the demographic need for future development and goals.

Staff and the Development committee have discussed the freeway expansion and how Mineral Manor could benefit from initiating the RAD program for that site. This could be moved to a high-priority item within the committee. Discussions also included the Scattered Site properties which could be further discussed in depth at the next Development committee meeting.

**8. 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 conferences or trainings discussed.

- 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: June 22, 2021; July 27, 2021; and August 24, 2021. (For Possible Action)

The June Board meeting is slated to be an in-person meeting. Legal Counsel Zeh commented that the governor has eliminated the social distancing requirement and that this now falls under Washoe County jurisdiction. The County's face mask mandate is based upon the CDC requirements. This will have to be monitored as the meeting date approaches. A physical location to hold public meetings is now a requirement, as well as reverting back to posting notices to be in compliance with the Open Meeting Law. The Agency will plan to hold an in-person meeting with the ability to call in.

**9. 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.

**10. 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 12:46 pm.