

MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
May 24, 2022

The 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 12:02 pm on Tuesday, May 24, 2022 in the Agency's Boardroom.

Commissioners Present

Mark Sullivan, Chairman **via Phone**
Dave Aiazzi, Vice Chairman
Oscar Delgado **via Phone**
Mayor Hillary Schieve **via Phone**

Commissioners Absent

Staff Present

Heidi McKendree, Interim Executive Director
Chuck Zeh Esq., Legal Counsel
Darrell Playford, Acting Director of Development
Linda Long, Director of Administration
Darren Squillante, Director of Human Resources
Samantha Arellano Information Technology Manager
Shanika Bumphurs, Director of Asset Management
Cori Fisher, Director of Resident Services
Jamie Newfelt, Director of Rental Assistance
Kim Anhalt, Moving to Work Coordinator
Brenda Freestone, Contract Administrator WAHC
April Conway, Public Information Officer
Lindsay Dobson, Executive Administrative Assistant

Staff Absent

Others Present

Britton Griffith, Development Committee Chair **present via phone at 12:05 pm**
Jazzmeen Johnson, Resident Board Member

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

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

Arthur Reitz-JUSTin Hope Foundation
Jesse Corletto, JUSTin Hope Foundation
Carol Reitz, JUSTin Hope Foundation
Mitch Laughton, JUSTin Hope Foundation

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)**

Chairman Sullivan moved to approve the agenda. 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 approve.

1. Presentation by Mitch Laughton and Carol Reitz of the JUSTin Hopes Foundation.

Mitch Laughton, Chairman of the JUSTin Hope Foundation, which was started by Carol and Art Reitz in 2011. Their mission is to give hope to families with disabilities in our community through inclusion by providing opportunities for them to be contributors in the community. Mr. Laughton stated two of the organizations most successful programs are their Community Safety Program, in which they have trained over 4,000 first responders on how to handle situations that involve people with intellectual and developmental disabilities, and their second program is their Hope Works training program in which they train people with disabilities at work and then place them with jobs within the community at competitive wages. Mr. Laughton reported the average person with a disability makes \$10,092 a year which prohibits them from being able to afford rent in our community.

Carol Reitz is the co-founder of the JUSTin Hope Foundation. Ms. Reitz would like to break ground on a new affordable housing project they are calling Hope Village, for people with intellectual and developmental disabilities. Ms. Reitz states they would model their project after the Betty's Village located in Las Vegas. Betty's Village supports 70 units on a 6-acre parcel with a build cost of \$26 million. Mr. Laughton states the Foundation is looking for RHA's support in helping them to identify property and financing opportunities to move forward with their project. Mr. Reitz stated they are willing to scale down their project to a 3-acre parcel if land acquisition becomes a challenge. Ms. Reitz stated they do not have plans drawn up, as they are still in the conception phase. Interim Executive Director McKendree suggested meeting with Mr. Laughton and Ms. Reitz separately to go over their financial pro forma and work out exactly what is needed from the RHA.

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 22-05-XX RH approving a budget revision for FY 2021 Capital Fund Program (CFP) NV01P001501-21. (For Possible Action)

Chairman Sullivan moved to approve the consent agenda. Commissioner Schieve seconded the motion. Hearing no further discussion, Vice Chairman Aiazzi called for the question. The vote was all ayes, no nays. Vice Chairman Aiazzi declared the motion carried and the consent agenda 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 10 MONTHS ENDED APRIL 30, 2022**

PUBLIC HOUSING

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	3,779,490	3,831,309	(51,819)
Expenditures	4,006,104	4,009,426	3,321
Net Surplus (deficit)	(226,614)	(178,116)	(48,498)

Maintenance contract costs have increased.
Increased dump costs contribute to the unfavorable variance.

HOUSING CHOICE VOUCHER (RENTAL ASSISTANCE and MTW)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	31,829,519	32,888,559	(1,059,039)
HAP Payments to Landlords	31,866,966	32,312,434	445,468
Fee & Other Revenue	2,566,193	2,835,132	(268,939)
Expenditures	2,695,627	2,997,258	301,631
Net Surplus (deficit)	(166,881)	413,998	(580,879)

Neighborhood Stabilization Program (NSP)

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	926,678	934,773	(8,094)
Expenditures	542,531	576,994	34,463
Restricted Surplus (deficit)	384,147	357,778	26,369

Business Activities

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	2,722,881	2,686,360	36,521
Expenditures	1,484,145	1,759,216	275,071
<i>Unrestricted Surplus (deficit)</i>	<i>1,238,736</i>	<i>927,144</i>	<i>311,591</i>

Rental revenue is higher than budgeted. Administrative salaries & maintenance wages are low compared to the budget.

WASHOE AFFORDABLE HOUSING (WAHC)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	21,447,739	22,196,130	(748,392)
HAP Payments to Landlords	21,447,739	22,196,130	748,392
<i>HAP Surplus (Deficit)</i>	<i>-</i>	<i>-</i>	<i>-</i>
Admin and Fee Revenue	879,743	739,480	140,263
Expenditures	615,653	561,760	(53,893)
<i>Unrestricted Profit (Loss)</i>	<i>264,090</i>	<i>177,720</i>	<i>86,370</i>
<i>Net compared to budget</i>	<i>264,090</i>	<i>177,720</i>	<i>86,370</i>

HAP revenue is passed-through monthly to the landlords.

Homeless Prevention Program budgeted low due to the eviction moratorium.

Washoe Affordable has expended all of the grant money. They are waiting to hear if another grant will be awarded.

COCC

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	2,019,668	1,618,967	400,701
Expenditures	2,077,058	1,562,761	(514,296)
Net compared to budget	(57,390)	56,205	(113,595)

Employee benefits were budgeted low. Employment postings, consulting costs, staff training and technical assistance expenses are high during the first 6 months of the fiscal year.

Administrative revenue from CFP recorded totaling \$333,586

ENTITY-WIDE TOTALS

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	53,277,258	55,084,689	(1,807,431)
HAP Payments to Landlords	53,314,705	54,508,564	1,193,859
HAP Surplus (Deficit)	(37,447)	576,125	(613,571)
Fee & Other Revenue	12,894,652	12,646,020	248,632
Expenditures	11,421,118	11,467,415	46,297
Unrestricted Profit (Loss)	1,473,534	1,178,605	294,929
Net Surplus (deficit)	1,436,087	1,754,730	(318,642)

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

Interim Executive Director McKendree reported HUD Secretary, Marcia Fudge will be visiting one of our Public Housing sites, corresponding with the National Mayor's Conference Convention that is taking place in Reno June 3rd – June 6th. In addition, Interim Executive McKendree reported RHA's HUD inspections are going to take place June 8th – June 17th. RHA's Capital Needs Assessment has been completed and will be used as protocol for RAD applications and aid HUD in determining what else is needed with these Public Housing sites in order to do a RAD conversion. HUD anticipates RHA will receive the Capital Needs Assessment report in the next 45 days.

A. Update on MTW activities

- There are no updates.

B. Update on Rental Assistance Voucher Programs / Asset Management

Rental Assistance Voucher Programs

Voucher Type	Total Voucher Allocation	Vouchers Leased as of 5/1/22	Percent Leased	Vouchers Issued Not Yet Leased
Housing Choice Voucher	2,382	2,209	93%	152
VASH	416	248	60%	63
EHV	137	26	19%	47
FYI	15	0	0%	7

Number HQS Inspections Conducted by Month	
April 2022	300

Emergency Rental Assistance (CHAP)

Funding Source	Total Funding Awarded	Total Spent to Date	Number Households Approved	Percent Funding Spent
NV Housing Division	\$15,950,000	\$7,268,851	990	46%
Washoe County	\$5,978,772	\$5,523,442	717	92%
City of Reno	\$5,700,000	\$5,529,063	718	97%

Housing Choice Vouchers (HCV)

Description: Vouchers used by clients to lease a unit in Washoe County of their choosing. Applicants are pulled from the RHA HCV Waitlist. These vouchers also include Project Based Vouchers. The RHA has chosen to Project Base 107 of our HCV's to assist special populations obtain housing. Of the total 107 PBV units, 95 are assigned to RHA owned properties.

Lease-Up Expectations: Although total voucher allocation is 2524, HUD has set the agency's leasing expectation at 2382 (AKA RHA's MTW Baseline), which is the maximum leasing expectation set by HUD when RHA signed its MTW Contract. Funds provided by HUD to support the HCV program are also used to support the agency's MTW activities and therefore full lease up of all 2524 vouchers is not expected or suggested by HUD.

Veteran's Affairs Supporting Housing Vouchers (VASH)

Description: Vouchers allocated by HUD with an ongoing partnership with the VA to serve homeless veterans. The VA provides case management services to participants. The VA makes direct referrals to RHA of eligible clients and the RHA provides a VASH voucher. Currently, RHA has project-based 9 of these vouchers.

Emergency Housing Vouchers (EHV)

Description: Vouchers allocated by HUD for the specific purpose of assisting homeless individuals or families or those at risk of homelessness in obtaining housing. RHA is partnering with four local agencies (Catholic Charities, Health Plan of Nevada, Washoe County Human Services-Our Place and Volunteers of America) that have experience providing services to this population. Referrals for the program must come from the regional Continuum of Care (CoC) coordinated entry system. Direct referrals are received by the RHA from the partnering agency and the RHA provides the EHV voucher.

Foster Youth to Independence Vouchers (FYI)

Description: Voucher allocated by HUD for the specific purpose of assisting foster youth aging out of the foster care system. RHA is partnering with Washoe County Human Services and Eddy House to provide referrals and case management to clients. Direct referrals are received by the RHA from the partnering agency and the RHA provides the FYI voucher.

Asset Management

- Public Housing ended the month of April with 98% occupancy.
- Public Housing Maintenance has completed the Work Order Desk Cleanup Project. We are currently working on updating the Work Order Procedure Manual.
- As we continue to focus on streamlining processes and procedures in the department; we begin to focus on Records Retention and the Debts/Collections Process.
- We are continuing to work with Finance of Ledger Cleanup.
- Maintenance, Managers, and the General Office Clerks completed REAC/NSPIRE Certification Training.
- We will be conducting unit inspections in May.
- Kevin Bowen accepted the Area Maintenance Lead position.
- We are continuing to interview for the following vacant positions: 2 Maintenance I's, 1 Maintenance Groundskeeper, and 1 Maintenance Technician.

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

Elderly Services:

- The Silverada community room has opened to RHA Public Housing seniors and persons with disabilities on Tuesdays and Thursdays for "Coffee Connections." Each week, seniors can come socialize over a cup of coffee or tea and learn about a great community resource. **Access to Healthcare Network** is the first partner to attend.
- RHA hosted a COVID-19 immunization clinic for Public Housing senior residents, in partnership with **Immunize Nevada** on May 13th. Thirty-three vaccines were administered.

Youth/Family Activities:

- Resident services staff has created a new summer program in which RHA teens are partnered with a senior resident for weekly socialization visits. The pairs will meet at the Silverada community room weekly to talk, read books, do puzzles, knit, or do any other activity they wish to try.
- Staff is preparing for summer camp 2022. Forty RHA youth are attending **Sierra Nevada Journeys'** camp on July 10-15, and fifteen are attending July 17-22.

Resident Council Highlights:

- To celebrate the new dog waste stations installed on site, Hawk View resident council hosted a "Pooch Parade" on May 16th with guest speakers from **PetSmart** to share dog care tips.
- Tom Sawyer and Silverada Manor resident councils are working together to host a Memorial Day BBQ for all Public Housing senior residents on May 28th.

- Stead Manor resident council is hosting a blood drive and craft fair for the surrounding community on June 5th, thanks to community partner **Vitalant**.

Workforce Development:

- Staff has created a mentorship program among workforce development clients and community members. Three clients interested in opening their own business have been introduced to small business owners in Reno/Sparks to mentor and guide them through the processes.
- Workforce Development hosted a “Health & Stress Management” workshop with special guest speaker Francisco A. Reinoso Segovia, Doctoral Candidate in Clinical Psychology at the **University of Nevada, Reno**. Thirty-five residents attended the workshop overall. June’s workshop topic is “Entrepreneurship and Running a Small Business.”

** The Authority’s community partners are designated in bold within the Update on Elderly Services, Workforce Development, and youth activities headers.*

D. Update on Public Information Activities

Social Media

- Created and posted social items about Memorial Day, Stead Craft Show, CHAP ending, hiring, WJW fire safety training, Silverada/Tom Sawyer Filipino meet and greet, Older Americans Month event, smoke alarms.
- Researched and responded to direct queries on social media.
- Received 1.5 hrs of social media/digital marketing continuing education training through Smart Marketing Squad

Website

- Researched and met with two website design companies with Samantha. Will provide feedback and options forward.

Media

- Researched and met with two website design companies with Samantha. Will provide feedback and options forward.

Other

- Interviewed and hired summer intern. Awaiting start date.
- Created and printed banner graphic for tabling events
- Developed hand-out for directors regarding Best Places to Work competition
- With Gabby, gave RHA presentation to Northern Nevada Center for Independent Living

E. Update on Development Activities

- **Dick Scott Manor:** Preliminary drawings were complete February 23rd, 2022. The CMAR Contractor Plenum Builders presented their first cost estimate March 29, 2022. The initial GMP was \$4,181,505.00. This included a design contingency of \$184,114.00 and an escalation contingency of \$193,320.00. The price will likely reduce as the plans near completion and on-going value engineering.

- A mid-design meeting will be scheduled with the Architect, sub-consultants, and the CMAR Contractor to review the current plan status and to up-date of the original cost estimate. We anticipate the price will increase somewhat due to the addition of a laundry room, security cameras and a Main Distribution Frame (MDF) room (See attached).
- Staff met with Truckee Meadows Water Authority to determine the existence of any water rights that currently exist on the property. The property currently has a historical resource credit of 2.16-acre feet of water that will off-set the water rights demand of the development. Additionally, staff is preparing an application for a Reduction or Subsidization of Building Permit fees and Sewer Connection fees for affordable housing developments. If fully approved, fees could be reduced by approximately \$ 60,000.00.
- The Executive Director has contacted the sellers and tentatively agreed on a purchase price of \$400,000.00 for each parcel or \$1,200,000.00 total for the 1.17 acres. RHA would be allowed two months to investigate the parcels and perform due diligence. Staff is in full support of moving forward with the purchase.

F. Update on Information Technology activities

- **Ongoing:**
 - Staff continues to scan Rental Assistance files into the production environment
 - **5/16/2022**
 - 428 out of approx. 2500 client files have been scanned
 - All files will be scanned within 1 year and 7 months at current scan rate
 - Staff continues to scan Admissions files into the production environment
 - **5/16/2022**
 - 2337 out of approx. 5100 applicant files have been scanned
 - All files will be scanned within 3 months at current scan rate
 - Staff continues to prepare physical paper files in the Rental Assistance and the Admissions departments
 - Avero Advisors will continue to provide Project Management services through June to allow staff to maintain regular work levels and routines
 - Weekly meetings take place between RHA, GSG, and Avero Advisors to ensure expectations and timelines are being met
- **5/9/2022:** The IT department filled the “IT Professional - Systems Administrator” position
 - This individual will be taking over the items Avero has been assisting with for the remainder of the implementation and will maintain Laserfiche long term
- **5/12/2022:** Application Configuration began for the Finance Department
- **5/17/2022:** Temporary staff began prepping vendor files in the Finance department

6. Update on Dick Scott Manor development project located on 8th street APN: 008-164-20. (For Discussion)

Interim Executive Director reported the Development team is in the mid design phase and asked Acting Director of Development Playford to provide the Board with an update on the project.

Acting Director of Development Playford reported they have modified the design plans to include a laundry room, an MDF and an IDF room for security cameras. In order to accommodate the laundry room, they had to move the building slightly to the south. Acting Director of Development Playford noted that there will be a substantial amount of landscaping in the back of the building as well as a gazebo for the residents to use. Development is waiting to meet with the architect to review the second cost estimate to see where the project stands at this point. The last cost estimate for the Dick Scott Development project was \$4.2 million.

Chairman Sullivan questioned whether or not RHA would have to purchase additional water rights to the property thereby increasing costs.

Acting Director of Development Playford reported the RHA would have to purchase additional water rights and is working closely with TMWA on this issue there are no cost estimates at this time.

Vice Chair Aiazzi questioned the size of the building and how much closer the setback is going to be from the sidewalk. Acting Director of Development Playford believed it is a 10-foot setback but wanted to review the previous design plans to be sure. Vice Chair Aiazzi remarked that he had the previous designs, and it didn't look like the setback was 10 feet. Acting Director of Development reported the design are not to scale and noted there would be a curb, a gutter, a three-foot parkway and then a four-foot sidewalk. Vice Chair Aiazzi voiced concern regarding the visual appeal of the property with less sidewalk/landscaping in the front of the building. Interim Executive Director McKendree reminded the Board that the project is in the mid design phase with plenty of time to make sure the Board approves the designs before moving to the construction phase.

7. Consider adoption of Resolution 22-05-01 RH approving Commissioner Delgado's request to expend a portion of his Contingency Fund in an amount not to exceed _____ to support RHA Youth with an aquatic activities' day at Traner Swimming Pool and Evelyn Mount Northwest Community Center Pool. (For Possible Action)

Staff reported the estimated cost to provide free admission to RHA youth at both Traner Swimming Pool and Eveleyn Mount Northwest Community Center Pool would be close to \$1,800. The Board agreed to approve \$2,000 total to cover any additional costs.

Chairman Sullivan moved to approve Commissioner Delgado's request to approve Commissioner Delgado's request to expend a portion of contingency fund the amount not to exceed \$2,000 to support RHA youth and aquatic activities at trainer swimming pool and Evelyn mount. Commissioner Schieve seconded the motion. Hearing no further discussion, Vice Chairman Aiazzi called for the question. The vote was all ayes, no nays. Vice Chairman Aiazzi declared the motion carried and motion approved.

8. Closed Session to discuss the possible purchase of three lots located at Ormand Court. APN: 012-382-34, APN: 012-382-35, APN: 012-382-36 for the use of affordable housing to serve individuals and/or families with income at or below 60% of the area median income. No action may be taken during the closed session.

Vice Chairman Aiazzi motioned to go into closed session at 12:40 pm. Commissioner Delgado seconded the motion. Hearing no further discussion, Vice Chairman Aiazzi called for the question. The vote was all ayes, no nays. Chairman Sullivan declared the motion carried.

9. Discussion and for possible action authorizing the Interim Executive Director to enter into negotiations with the two property owners of three parcels identified as APN: 012-382-34, APN: 012-382-35, APN: 012-382-36 and execute a non-binding Letter of Intent for the purchase of the three parcels. (For Possible Action)

Chairman Sullivan motioned to go into open session at 1:05 pm. Commissioner Delgado seconded the motion. Hearing no further discussion, Vice Chairman Aiazzi called for the question. The vote was all ayes, no nays. Vice Chairman Aiazzi declared the motion carried.

Chairman Sullivan asked if RHA had the funds to pursue purchasing the three parcels, as well as the Bonanza property. Interim Executive Director McKendree reported RHA has requested funding from CBDG, as well as ARPA funds to assist with the purchase of these three parcels.

Chairman Sullivan moved to authorize the Interim Executive Director to negotiate the purchase price and execute two Letters of Intent to purchase the three lots located on Ormand Court, identified as APN: 012-382-34, 012-382-35 and 012-382-36, owned by two separate owners, with the collective sale price not to exceed the amount agreed upon by the Board in closed session. Commissioner Schieve seconded the motion. Hearing no further discussion, Vice Chairman Aiazzi called for the question. The vote was all ayes, no nays. Vice Chairman Aiazzi declared the motion carried and motion approved.

10. Additional items:

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

None discussed.

ii) Reports on conferences and trainings. (Discussion)

There were no conferences or trainings discussed.

iii) Old and New Business. (Discussion)

Commissioner Schieve reminded the Board to expend their Contingency Funds by June 30, 2022

iv) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time: Tuesday, June 28, 2022; Tuesday, July 26, 2022; and Tuesday, August 23, 2022. (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)

Chairman Sullivan motioned to adjourn the meeting. Commissioner Schieve seconded the motion. Hearing no further discussion, Vice Chairman Aiazzi called for the question. The vote was all ayes and no nays. Chairman Sullivan declared the motion carried and the meeting adjourned at 1:10 pm.