

MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
September 26, 2023

The regular meeting of the Board of Commissioners of the Housing Authority of the City of Reno (Agency) was called to order by Vice Chairman Aiazzi at 12:01 pm on Tuesday, September 26, 2023, in the Agency's Boardroom.

Commissioners Present

Dave Aiazzi, Chairperson

Commissioners Absent

Mark Sullivan

Mayor Hillary Schieve-present 12:05 pm **via phone**
Kathleen Taylor

Staff Present

Hilary Lopez, Ph.D., Executive Director
Heidi McKendree, Deputy Executive Director
Ryan Russell, Legal Counsel
JD Klippenstein, Director of Development
Darren Squillante, Director of HR
Cori Fisher, Director of Resident Services
Kristin Scott, Director of Public Housing
Josh Stice, Director of IT
April Conway, Public Affairs Officer
Lindsay Dobson, Executive Administrative Assistant

Others Present

None

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

- **Call to order and roll call.**
- **Receive introduction of guests.**
David Tscheekar
- **First Period of 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. Comments from the public is limited to three minutes per person, under these items.**

Mr. Tscheekar read a parable to the Board.

➤ **Approval of agenda (For Possible Action)**

Commissioner Taylor motioned to approve the agenda. Commissioner Johnson seconded the motion. Hearing no further discussion, Chairman Aiazzi called for the question. The vote was all ayes, no nays. Chairman Aiazzi declared the motion carried and the agenda approved.

1. Approval of the minutes of the regular Board meeting held August 22, 2023, and the closed session meeting held August 22, 2023. (For Possible Action)

Commissioner Taylor motioned to approve the minutes of the regular meeting held August 22, 2023, and the closed session minutes held August 22, 2023. Commissioner Johnson seconded the motion. Hearing no further discussion, Chairman Aiazzi called for the question. The vote was all ayes, no nays. Chairman Aiazzi declared the motion carried.

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.) (For Possible Action)

Commissioner Taylor motioned to approve the consent agenda. Commissioner Johnson seconded the motion. Hearing no further discussion, Chairman Aiazzi called for the question. The vote was all ayes, no nays. Chairman Aiazzi declared the motion carried.

- a) **Possible adoption of Resolution 23-09-01 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 policies as they relate to Yardi software implementation, new HUD regulations as well as general policy streamlining. (For Possible Action)**
- b) **Possible adoption of Resolution 23-09-02 RH approving a revision to the Housing Authority of the City of Reno's Admission and Continued Occupancy Plan (ACOP) of Public Housing Units to update policies as they relate to Yardi software implementation, new HUD regulations, Nevada Revised Statute updates as well as general policy streamlining. (For Possible Action)**

3. Commissioner Reports. (Discussion)

No reports.

4. Executive Director/Secretary's Report. (Discussion)

The Executive Director reported she signed the grant agreement with City of Sparks to administer their AB 396 Rental Assistance Program and is currently working with their staff to finalize the program details.

The US Department of Housing and Urban Development (HUD) will provide October and November operating subsidies and October housing assistance payments to public housing authorities before September 30th in the case of a government shutdown to enable continued operations of these programs.

Language to extend the initial 39 MTW contracts was included in the federal appropriations bill. Executive Director Lopez continues to meet with representatives to talk through the benefits of MTW and garner their support for the legislation.

Staff have informed Resident Councils of their new Board approved beautification funds. Resident Councils are actively soliciting ideas for their individual complexes and will submit their prioritized wish list by the end of October to staff to review.

Numerous staff will be out from October 10 – 12th at the Nevada Housing Coalition conference either participating in the conference or participating on panels.

Staff received formal notification we were awarded 125 VASH vouchers.

RHA is partnering with Food Bank of Northern Nevada to open a food pantry, also known as a golden grocery, at our Tom Sawyer Village property for our area seniors. Greater Nevada Credit Union donated \$1,500 to us to allow for food purchase and to resupply the pantry as needed.

Staff continues to work through the Yardi transition and implementation. Admissions, Asset Management, and Rental Assistance are currently using the system and we are continuing to roll into phases two and three. Just a reminder that due to the transition, we will not be providing financial reports at the October and November Board meetings.

B. Update on Rental Assistance Voucher Programs / Asset Management

Rental Assistance Voucher Programs

Voucher Type	Total Voucher Allocation	Vouchers Leased as of 4/1/23	Percent Leased	Vouchers Issued Not Yet Leased
Housing Choice Voucher	2,484	2,248	90%	163
VASH	416	295	71%	45
EHV	137	105	77%	11
FYI	15	6	40%	6

Number HQS Inspections Conducted by Month	
August 2023	168

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 Minutes of the Regular Board Meeting
September 26, 2023

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

- Asset Management has one open Assistant Manager position to fill, and interviews are currently being conducted. A selection and offer for the position should be completed by the end of September.
- Maintenance staff continue to team up on Thursdays to complete weed removal and trimming at all sites. The team is preparing to complete the shutdown of swamp coolers and irrigation systems at the end of September, depending on weather conditions.
- Management and Maintenance staff continue to work in Yardi. Staff are becoming more familiar with processing day-to-day tasks. With the finance portion of implementation currently taking place, the management staff is working on verifying that all repayment agreements, security deposits, and monthly fees for pets, cable, and carports have been accurately converted.
- During the month of August, two public housing residents selected a mobility unit to move into. Both households are working through the Rental Assistance process of Briefing and voucher issuance. Staff anticipates both residents will move in during the month of September.
- Public Housing ended the month of August with 50 vacancies for an overall occupancy rate of 93.33% across all sites. In August, seven residents vacated their units, and five units were leased. As the agency prepares for the repositioning of Hawk View Apartments and Silverada Manor as well as rehabilitation at Stead Manor and McGraw/Silver Sage Court, vacancies are being held at complexes not impacted to accommodate relocation efforts and vacant units at planned redevelopment complexes are not being filled to reduce the number of tenants requiring relocation.
- The McGraw Court HVAC replacement project and the Myra Birch video surveillance system upgrade project began during the month of August. Both projects should take no longer than 90 days to complete.

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

Department Updates

- The Paradise Plaza purchase and Sale Agreement was signed by the Executive Director and returned to **CIRE Equity** for full execution. Staff is awaiting the result of an ALTA Survey and looks forward to the official transfer of ownership.
- **Federal Communications Commissioner** Geoffrey Starks will attend an RHA Affordable Connectivity Program (ACP) outreach event planned for September 25, 2023. The Commissioner was impressed by the Authority's efforts to enroll residents in the ACP as a "Your Home, Your Internet" pilot program grantee which has prompted the visit.

Elderly Services

- RHA is partnering with **Food Bank of Northern Nevada** to open a food pantry (aka Golden Grocery) at Tom Sawyer Village for area seniors. The grand opening of the pantry is scheduled for October 26, 2023, at 1:00 pm. **Greater Nevada Credit Union** donated \$1,500.00 to

purchase food to resupply the pantry as needed. The elderly services team invites the RHA Board of Commissioners to attend.

- As flu, cold, and COVID season nears, staff is working to provide medical resources for senior and disabled residents. **Community Health Alliance (CHA)** will be at Silverada Manor with their mobile wellness van on October 3 and 17, 2023 for a variety of available wellness visits. **Immunize Nevada** will also hold an on-site vaccine clinic in conjunction with CHA on October 17, 2023.

Workforce Development (WFD)

- The recently held Getting Ahead program proved to be a great success among residents. Workforce staff completed the *Getting Ahead in a Just-Gettin'-By World* facilitator Certification training. RHA will continue to partner with **Opportunity Alliance Nevada** for parts of the Getting Ahead program, but staff are now able to facilitate the workshops which will reduce future program costs.

Youth/Family Activities

- The **4H** Afterschool Program at Essex Manor is off to a great start. Over 30 RHA youth are currently enrolled in the program.
- Staff is gearing up for the RHA Halloween competition in which teams consisting of staff from all departments provide each Public Housing family site with a spooky Halloween-themed event to enjoy. Teams decorate an area on site for RHA youth to “trick-or-treat” and participate in fun activities. This activity is enjoyed by both staff and RHA families and has become an annual event.

Resident Councils

- Resident councils joined forces for the final Reno National Championship Air Races fundraiser. Resident council members and resident services staff exchanged parking spots at RHA’s public housing site, Stead Manor, for donations, sold light concessions. This year, staff organized food trucks to park on-site in exchange for 10% of their earnings.

** 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 Affairs Activities

Media: traditional and social

- Promoted RHA back to school event, Affordable Connectivity Program, Workforce Development Program graduation, RHA open positions for hire.
- Promoted multiple community partners’ low/no-cost medical and dental events
- Essex playground/after school program covered by KTVN, though not on their website, and KUNR, also not on their website

- A social post about RHA allowing Washoe County Sheriff's Office to train at a vacant scattered site had unintended consequences. There were multiple negative comments on Instagram about RHA working with WCSO, police activity in general, and RHA vacancies. Reno Gazette-Journal published a Fact Check piece refuting the erroneous claims.
- Working to get Hilary on to Nevada Newsmakers

Opportunity Knocks Magazine

- With the new fiscal year, awaiting new numbers from interim finance assistant at Nan McKay

Other

- Coordinated and executed Breakfast with the Boss.
- UNR political science department came back with some changes, so we're revamping our scope of work for the RHA history project. On hold.
- Mailchimp/Constant Contact email newsletter project is on hold.
- Initial planning for RHA's next elected officials tour/open house is underway.
- In final planning stages for Oct 19, 80th anniversary employee event. Perhaps with op-ed in RGJ or Nevada Independent.
- Finalizing the 2024 RHA calendar.
- Assisting with RHA table and presentation at NHC conference in Vegas in October.
- Working with other RHA departments to promote Home Depot Foundation grant in accordance with HDF guidelines.

E. Update on Development Activities

Development Projects

- *Provided as part of quarterly development update.*

Capital Fund Projects

- Video Surveillance System installation at Myra Birch substantially complete and in process of closing out.
- HVAC replacement at McGraw substantially complete and in process of closing out.
- Video Surveillance System installation at Stead Manor delayed to October start.

Other Projects

- Roof recoating at Ala Moana completed.
- Received construction documents from JKAE for asphalt replacement project.

F. Update on Information Technology activities

Yardi Implementation

- Admission, Asset Management, and Rental Assistance staff continue to be working fully in the new software. One-off issues continue to be addressed with the assistance of Yardi staff and Wise Consulting.
- Finance staff are working in Yardi to complete A/P and HAP check runs. With the assistance of Wise Consulting, staff will complete full implementation in Finance by November 1, 2023, and will be working fully in Yardi at that time.
- In October, the implementation of Phase 2 modules (Job Cost specifically) will begin. Implementation of this module will include the Development and Finance departments and will streamline development financial tracking by project, including Capital Fund projects.

Laserfiche Implementation

- Departments with historical records already scanned are utilizing Laserfiche to store client files and other pertinent agency documents.
- Scanning continues in Rental Assistance and Finance and will begin in the coming months in Asset Management.
- As staff become more familiar with Yardi, workflows that had originally been planned for Laserfiche may transition for use out of the Yardi software. Both systems provide for workflows that will be utilized to increase agency efficiencies.

Other Projects

- Staff met with Merit Electric to plan for the installation of a generator at the main office to provide a power source during outages, including in emergency situations.

G. Update on MTW Activities

FY 2023 Annual MTW Report

- RHA's annual MTW Report to HUD is nearing completion with data being finalized on all implemented MTW activities. Data analysis is conducted and used to gauge whether activities within RHA's MTW program have been successful over the past year. Data is also used to demonstrate areas where an activity could be amended to ensure continued success. The Annual MTW Report to HUD is due on September 30.
- multiple times. To date, detailed information has been pulled for families paying minimum rent, those undergoing triennial recertifications and households receiving RHA's standardized utility allowances in the HCV program. Detailed demographic information has also been compiled on all public housing residents and rental assistance households.

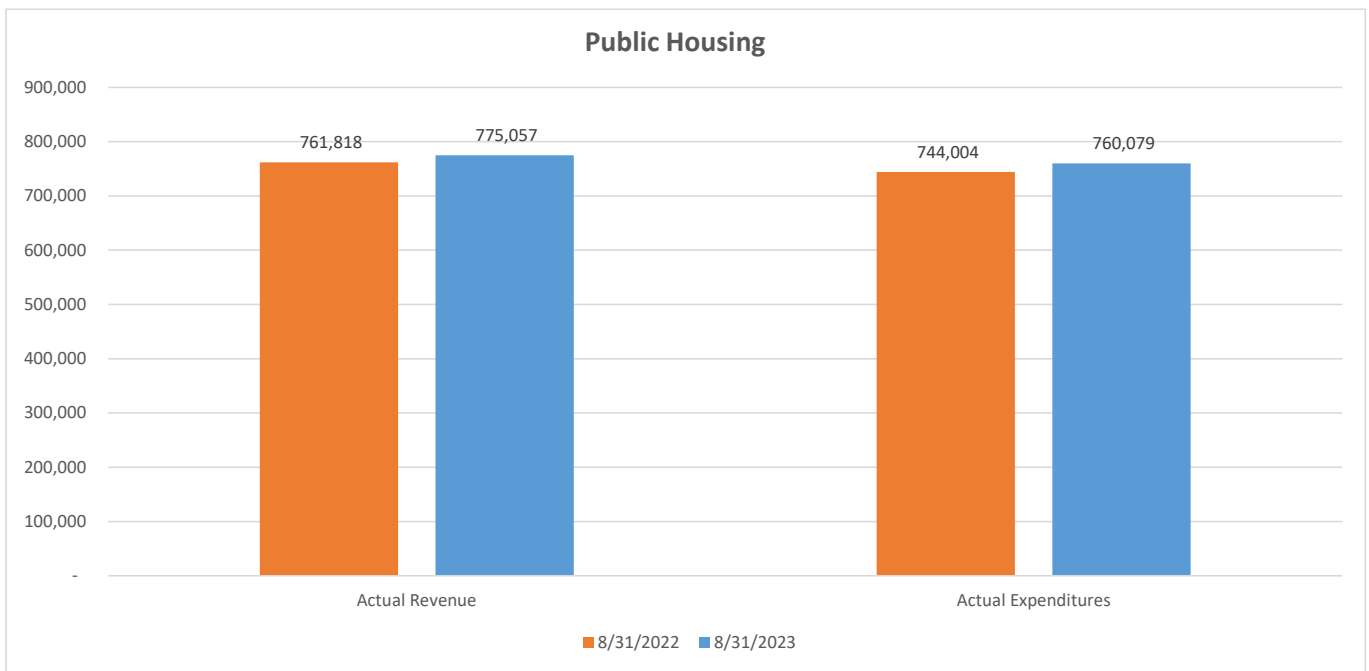
H. Update on Legal Inquiries

Update on public comment inquiry as to whether Hawk View and other residents are entitled to interest on any security deposit held by the Authority. Counsel has indicated that Nevada law does not require the Authority to pay interest on security deposits in public housing, and with very limited exception, neither does federal law. Counsel has further confirmed with the Authority that any limited exception in federal law does not apply to the Authority's residents such that the Authority is in compliance with all applicable laws and not required to pay interest on security deposits.

I. Financials

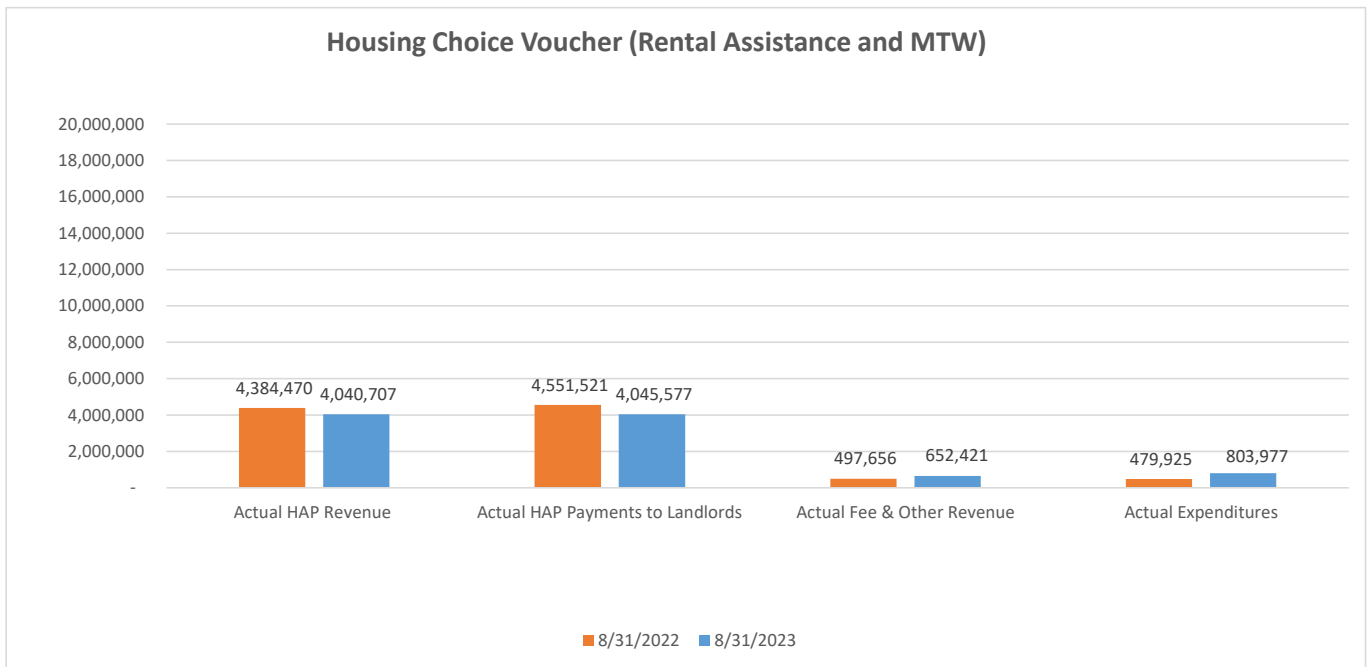
**ENTITY-WIDE FINANCIAL REPORT
FOR THE 2 MONTHS ENDED AUGUST 31, 2023**

Public Housing	8/31/2023	8/31/2022	Variance Favorable (Unfavorable)	Variance Percentage
Actual Revenue	775,057	761,818	13,239	1.74%
Budgeted Revenue	880,730	778,140	102,590	13.18%
Actual Expenditures	760,079	744,004	16,075	2.16%
Budgeted Expenditures	1,102,099	947,617	154,482	16.30%
Actual Surplus (deficit)	14,979	17,814	(2,835)	-15.92%



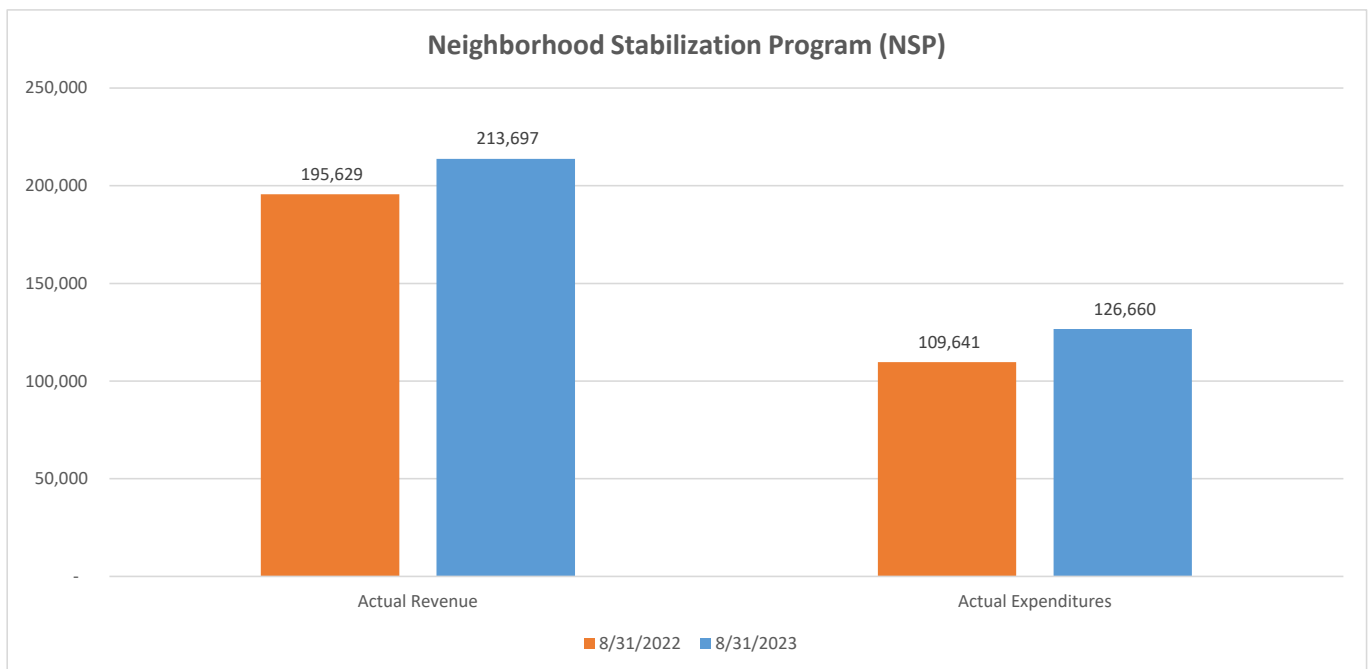
**ENTITY-WIDE FINANCIAL REPORT
FOR THE 2 MONTHS ENDED AUGUST 31, 2023**

Housing Choice Voucher (Rental Assistance and MTW)	8/31/2023	8/31/2022	Variance Favorable (Unfavorable)	Variance Percentage
Actual HAP Revenue	4,040,707	4,384,470	(343,763)	-7.84%
Budgeted HAP Revenue	4,658,361	4,265,434	392,927	9.21%
Actual HAP Payments to Landlords	4,045,577	4,551,521	(505,944)	-11.12%
Budgeted HAP Payments to Landlords	4,115,992	4,204,153	(88,161)	-2.10%
Actual Fee & Other Revenue	652,421	497,656	154,765	31.10%
Budgeted Fee & Other Revenue	500,297	445,432	54,865	12.32%
Actual Expenditures	803,977	479,925	324,052	67.52%
Budgeted Expenditures	871,444	565,679	305,765	54.05%
Actual Surplus (deficit)	(156,427)	(149,320)	(7,107)	4.76%



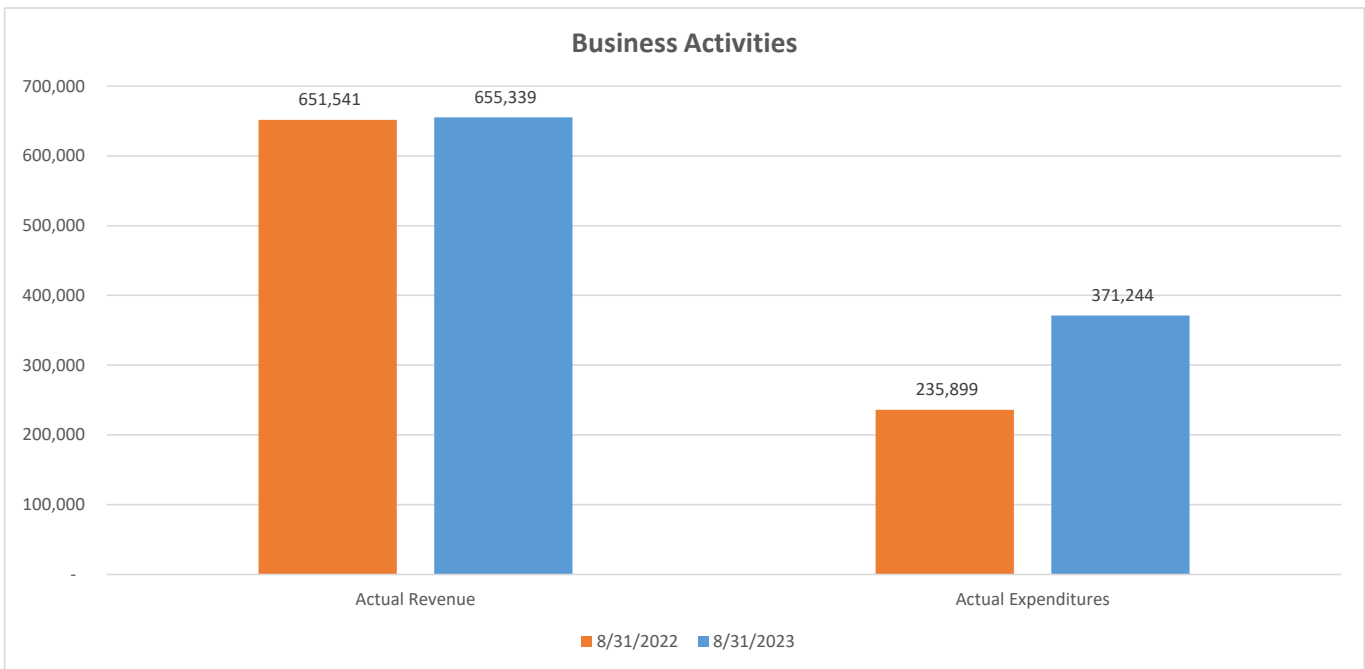
**ENTITY-WIDE FINANCIAL REPORT
FOR THE 2 MONTHS ENDED AUGUST 31, 2023**

Neighborhood Stabilization Program (NSP)	8/31/2023	8/31/2022	Variance Favorable (Unfavorable)	Variance Percentage
Actual Revenue	213,697	195,629	18,068	9.24%
Budgeted Revenue	235,348	199,034	36,314	18.25%
Actual Expenditures	126,660	109,641	17,019	15.52%
Budgeted Expenditures	139,998	114,625	25,373	22.14%
Actual Restricted Surplus (deficit)	87,038	85,988	1,050	1.22%



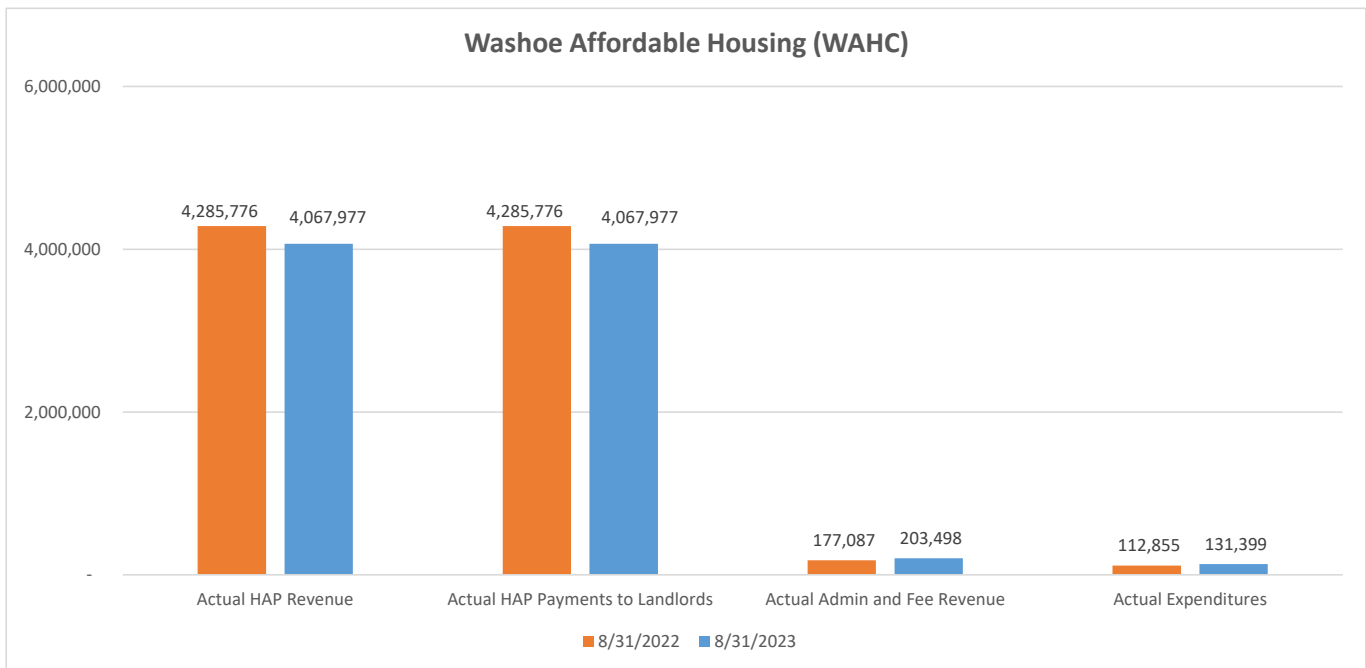
**ENTITY-WIDE FINANCIAL REPORT
FOR THE 2 MONTHS ENDED AUGUST 31, 2023**

Business Activities	8/31/2023	8/31/2022	Variance Favorable (Unfavorable)	Variance Percentage
Actual Revenue	655,339	651,541	3,798	0.58%
Budgeted Revenue	660,988	682,913	(21,925)	-3.21%
Actual Expenditures	371,244	235,899	135,345	57.37%
Budgeted Expenditures	282,180	286,849	(4,669)	-1.63%
Actual Unrestricted Surplus (deficit)	284,095	415,642	(131,547)	-31.65%



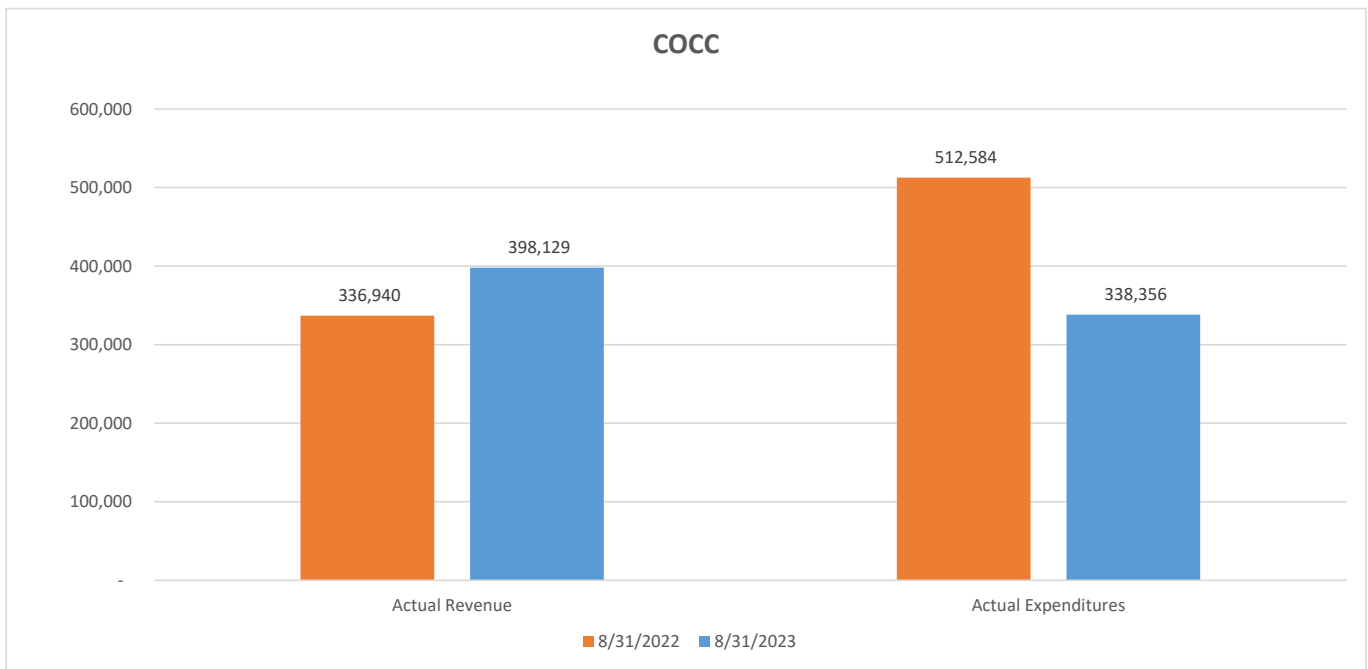
**ENTITY-WIDE FINANCIAL REPORT
FOR THE 2 MONTHS ENDED AUGUST 31, 2023**

Washoe Affordable Housing (WAHC)	8/31/2023	8/31/2022	Variance Favorable (Unfavorable)	Variance Percentage
Actual HAP Revenue	4,067,977	4,285,776	(217,800)	-5.08%
Budgeted HAP Revenue	4,469,315	4,289,548	179,767	4.19%
Actual HAP Payments to Landlords	4,067,977	4,285,776	(217,800)	-5.08%
Budgeted HAP Payments to Landlords	4,469,315	4,289,548	179,767	4.19%
<i>HAP Surplus (Deficit)</i>	-	-	-	0.00%
Actual Admin and Fee Revenue	203,498	177,087	26,411	14.91%
Budgeted Admin and Fee Revenue	171,869	172,169	(301)	-0.17%
Actual Expenditures	131,399	112,855	18,544	16.43%
Budgeted Expenditures	132,064	117,926	14,138	11.99%
<i>Unrestricted Profit (Loss)</i>	72,099	64,232	7,867	12.25%
Actual compared to budget	72,099	64,232	7,867	12.25%



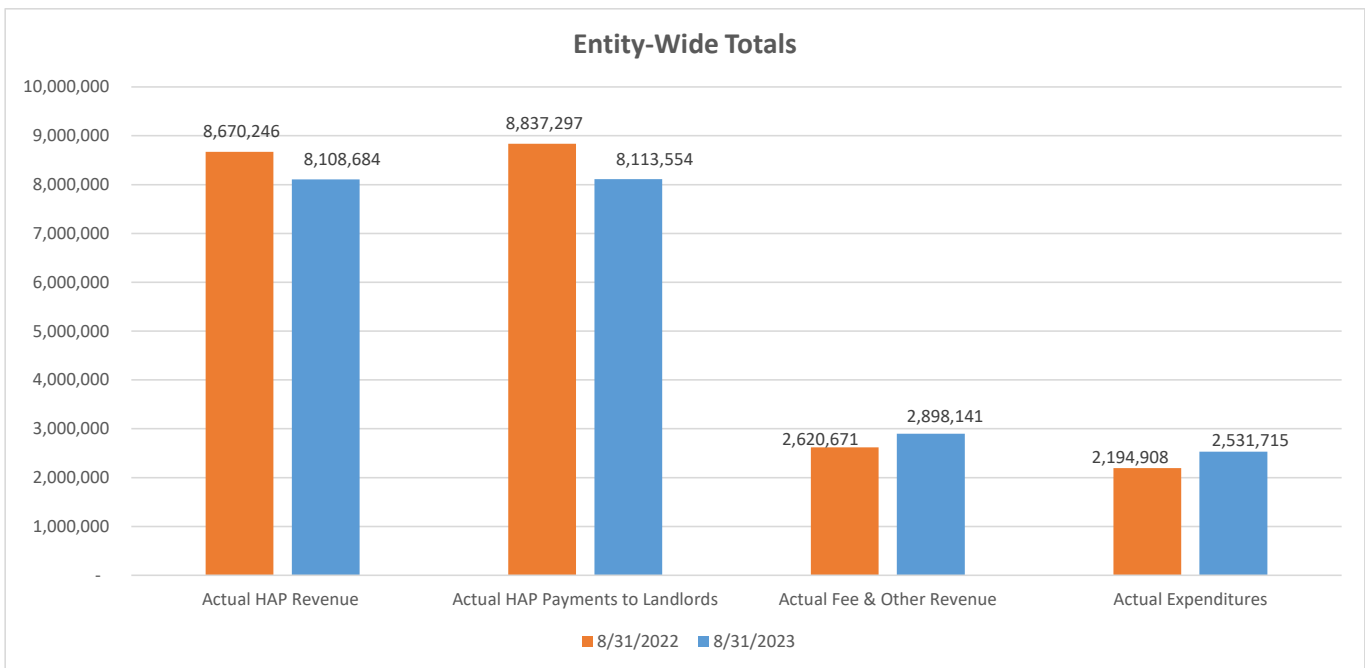
**ENTITY-WIDE FINANCIAL REPORT
FOR THE 2 MONTHS ENDED AUGUST 31, 2023**

COCC	8/31/2023	8/31/2022	Variance Favorable (Unfavorable)	Variance Percentage
Actual Revenue	398,129	336,940	61,189	18.16%
Budgeted Revenue	364,650	397,065	(32,415)	-8.16%
Actual Expenditures	338,356	512,584	(174,228)	-33.99%
Budgeted Expenditures	517,889	646,284	(128,395)	-19.87%
Actual Unrestricted Surplus (deficit)	59,772	(175,644)	235,416	-134.03%



**ENTITY-WIDE FINANCIAL REPORT
FOR THE 2 MONTHS ENDED AUGUST 31, 2023**

Entity-Wide Totals	8/31/2023	8/31/2022	Variance Favorable (Unfavorable)	Variance Percentage
Actual HAP Revenue	8,108,684	8,670,246	(561,563)	-6.48%
Budgeted HAP Revenue	9,127,676	8,554,982	572,694	6.69%
Actual HAP Payments to Landlords	8,113,554	8,837,297	(723,743)	-8.19%
Budgeted HAP Payments to Landlords	8,585,306	8,493,701	91,605	1.08%
<i>HAP Surplus (Deficit)</i>	<i>(4,870)</i>	<i>(167,051)</i>	<i>162,181</i>	<i>-97.08%</i>
Actual Fee & Other Revenue	2,898,141	2,620,671	277,470	10.59%
Budgeted Fee & Other Revenue	2,813,881	2,674,753	139,128	5.20%
Actual Expenditures	2,531,715	2,194,908	336,807	15.34%
Budgeted Expenditures	3,045,674	2,678,980	366,694	13.69%
<i>Unrestricted Profit (Loss)</i>	<i>366,426</i>	<i>425,763</i>	<i>(59,337)</i>	<i>-13.94%</i>
Actual Surplus (deficit)	361,555	258,712	102,843	39.75%



5. Presentation and recap of State of Nevada 83rd Legislative Session and significant housing legislation by Mendy Elliott of Flynn Guidici (For Discussion Only)

Ms. Elliott provided an in-depth PowerPoint Presentation.

6. Presentation on quarterly update on construction projects. (For Discussion Only)

Director of Development Klippenstein provided an update on current discussions with a corresponding PowerPoint.

7. Discussion and possible approval of a contract with Clifton Larson Allen, LLP, in the amount of \$83,110.00 for the FY2022 required audit. (For Possible Action)

Commissioner Taylor motioned to approve agenda item seven as presented. Commissioner Schieve seconded the motion. Hearing no further discussion, Chairman Aiazzi called for the question. The vote was all ayes, no nays. Chairman Aiazzi declared the motion carried.

8. Discussion and possible approval to enter a contract with Plenium Builders, LLC, for pre-construction services for the following:

- a. **Stead Manor rehabilitation project: \$36,000.00**
- b. **John McGraw rehabilitation project: \$7,000; and**
- c. **Silver Sage Manor rehabilitation project: \$3,000 (For Possible Action)**

Commissioner Schieve motioned to approve agenda item eight as presented. Commissioner Taylor seconded the motion. Hearing no further discussion, Chairman Aiazzi called for the question. The vote was all ayes, no nays. Chairman Aiazzi declared the motion carried.

9. Discussion and possible approval of Agency's amended Home Means Nevada Initiative (HMNI) grant agreement for Dick Scott Manor and acceptance of \$163,330.00 in additional funds. (For Possible Action)

Commissioner Taylor motioned to approve agenda item nine as presented. Commissioner Johnson seconded the motion. Hearing no further discussion, Chairman Aiazzi called for the question. The vote was all ayes and no nays. Chairman Aiazzi declared the motion carried.

10. Discussion and possible approval of the Material Change Policy that outlines construction and/or overall project changes that require Board of Commissioners review after initial approval. (For Possible Action)

Thoughtful and intelligent conversations took place. No action was taken.

11. Discussion and possible approval to enter a contract for up to \$4,965,918.00 with Pavilion Construction for General Contract Services for the Railyard Flats (419 10th Street) project. If approved, this item may include a budget augmentation in an amount not to exceed \$400,000 above the amount previously approved for this item. (For Possible Action)

Commissioner Taylor motioned to approve agenda item nine as presented. Commissioner Schieve seconded the motion. Hearing no further discussion, Chairman Aiazzi called for the question. The vote was all ayes and no nays. Chairman Aiazzi declared the motion carried.

12. Discussion and possible direction to staff regarding potential strategies to financially leverage RHA's scattered site portfolio. (For Possible Action)

Thoughtful and intelligent conversations took place. The Board asked to discuss further at the annual Board retreat in November. No action was taken.

13. Discussion of potential RHA Board retreat dates and draft agenda. (For Discussion Only)

The Board members agreed to hold this year's Board retreat on November 16th.

14. Additional items:

- i) **General matters of concern to Board Members regarding matters not appearing on the agenda. (Discussion)**
- ii) **Reports on conferences and trainings. (Discussion)**
- iii) **Old and New Business. (Discussion)**
- iv) **Request for Future Agenda Topics (Discussion)**
- v) **Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time: Tuesday, October 24, 2023; Tuesday, November 28, 2023; and Tuesday, December 19, 2023. (For Possible Action)**

15. 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.

Mr. Tscheekar encouraged Executive Director Lopez to consider allowing compound interest on security deposits.

16. Adjournment. (For Possible Action)

The meeting adjourned at 1:54 pm.