

**MINUTES OF THE REGULAR MEETING  
HOUSING AUTHORITY OF THE CITY OF RENO  
BOARD OF COMMISSIONERS  
June 25, 2024**

The meeting of the Board of Commissioners of the Housing Authority of the City of Reno (Agency) was called to order by Chairman Aiazzi at 12:04pm on Tuesday, June 25, 2024, in the Agency's Boardroom.

**Commissioners Present**

Dave Aiazzi, Chairman  
Kathleen Taylor, Commissioner  
Mark Sullivan, Vice Chairman  
Dejanae Solley, Commissioner (excused herself at approx. 12:30pm)  
Mayor Hillary Schieve (called in at approx. 12:30pm)

**Staff Present**

Dr. Hilary Lopez, Ph.D., Executive Director  
Heidi McKendree, Deputy Executive Director  
Darren Squillante, Director of HR  
JD Klippenstein, Director of Development  
Kristin Scott, Director of Asset Management  
Jamie Newfelt, Director of Rental Assistance  
Jeremy Stocking, Director of Resident Services

**Commissioners Absent**

None

**Staff Present (continued)**

Jeff Tenenbaum, Director of Finance  
Josh Stice, Director of IT  
Brenda Freestone, WAHC  
Colleen Montgomery-Beltran, Executive Administrative Assistant  
Ryan Russell, Legal Counsel  
Joel Locke, Legal Counsel

**Others Present**

Katie Provencher and Willow Dion, Housing To Home  
  
David Brint, Peter Levavi, and Michael McGovern, Brinshore Development, LLC (called in on Teams)  
  
Farrah Downey and Ryan Downey, JF Downey Realty Consulting & Advisory Services

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

- **Call to order and roll call.**
  
- **Introduction of guests.**

None

- **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.**

There were no public comments.

- **Approval of agenda. (For Possible Action)**

Chairman Aiazzi recommended removing item 7 from the agenda until the July Board meeting as that item was not ready for discussion, and hearing item 11 immediately after the Consent Agenda, followed by item 6 as the public may be interested.

Vice Chairman Sullivan motioned to approve the agenda as amended.

Commissioner Taylor seconded the motion. Hearing no further discussion, Chairman Aiazzi called for the question. The vote was 4 ayes, no nays. Chairman Aiazzi declared the motion carried and the agenda approved.

- 1. Approval of the minutes of the regular Board Meeting held May 28, 2024. (For Possible Action)**

Commissioner Sullivan motioned to approve the meeting minutes. Commissioner Taylor seconded the motion. Chairman Aiazzi called for the question. All were in favor with 4 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)**

- a) Discussion and possible approval of the below listed donations from Board of Commissioner contingency funds.

- Commissioner Aiazzi: \$4,000 to RHA Resident Services Department to support resident services programming, with a priority for ensuring full funding for the Spring Bike Camp.
- Commissioner Sullivan: \$5,000 to The First Tee Golf Program; \$2,400 to the Food Bank of Northern Nevada; \$2,600 to RHA for the following youth and senior programs:
  - Youth:
    - \$1,000 for Spring Bike Camp
    - \$400 for pop-up canopies
    - \$500 for school incentive program
    - \$500 for Jr. Ski Program

- Seniors:
  - \$200 to purchase personal shopping carts for the Golden Grocery food pantry.
- b) Discussion and possible approval of a two-month extension, through August 31, 2024, of the month-to-month contract with JF Downey Realty Consulting & Advisory Services, LLC, for a total amount not to exceed \$17,520.00.
- c) Discussion and possible approval of Resolution 24-06-01 RH authorizing the Executive Director to open and administer bank accounts including the construction account, operating account, security deposit account, replacement reserves account, and/or other accounts as required by Silverada, LLC to support the Silverada Manor rehabilitation project.

Vice Chairman Sullivan motioned to approve the consent agenda. Commissioner Taylor seconded the motion. Chairman Aiazzi called for the question. 4 in favor, no nays. The motion carried unanimously.

### **3. Commissioner Reports. (Discussion)**

None

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

RHA Executive Director, Dr. Hilary Lopez, referencing the full report in the packet, highlighted a few items:

- RHA is continuing to recruit one Board of Directors member for each of the two new non-profit affiliates, Pathways to Prosperity and Truckee Meadows Affordable Housing. Applications and information regarding those positions are available on the RHA website.
- Start Smart Scholars Night will be on June 26, where RHA will be honoring five program graduates and awarding the three \$10,000 scholarships to RHA youth.
- The Dick Scott Manor Ribbon-Cutting event has been scheduled for August 9<sup>th</sup> at 10am. The RHA offices will be closed that day from 9:30am to 11:30am to allow for staff to attend.
- KOLO Channel 8 is hosting the donation drive for the future residents of Dick Scott Manor through June 28, 2024. In addition, two other local foundations, the Katie Grace Foundation and the I Got You Reno Foundation are donating furniture and other new items to RHA so that all 12 units at Dick Scott Manor can be furnished.
- RHA's leadership team is working with Washoe County, exploring doing a joint application for AD310 Supportive Service Funds through Nevada Housing Division.
- RHA's IT director, Mr. Josh Stice, will be meeting with the representative of the Downtown Library about placing one of the new kiosks that RHA purchased at that location. These kiosks will allow for members of the community to access

housing applications and services with no need to come into the RHA offices. The other kiosk will be installed in the RHA office lobby. If successful, other kiosks could potentially be installed in other library locations in the future, allowing RHA to be more accessible to the community.

- RHA is working with the City of Reno and Volunteers of America on a tri-party agreement for a new Rapid Rehousing Demonstration project, which will allow RHA to work with The City and VOA to rehouse individuals who are currently unhoused but are not in need of full permanent supportive housing services.
- **Rental Assistance:** Lease-ups are holding at 89% for Housing Choice Vouchers, Tenant-based VASH is at about 76% leased, and RHA has fully expended the City of Sparks Eviction Prevention Program funds.
- **Asset Management:** The team continues to work on setting up Rent Café with hopes of going live in June or early July with the scattered site properties, which will allow residents to pay their rent online.
- **Resident Services:** RHA's 43 selected youth are attending summer camp at Sierra Nevada Journey's. Partnering with the City of Reno, RHA participated in a Fraud Awareness session for seniors in the community, which was well-attended and provided valuable information to our seniors so they can protect themselves from fraud and scams.
- **MTW:** RHA staff have been participating with HUD's Direct Rental Assistance group meetings. HUD has clarified that MTW agencies do have the ability to provide direct rental assistance programs. HUD will be putting together guidance and parameters for those agencies. As RHA participates in the meetings, staff may propose a direct rental assistance program to the Board.
- **Finance:** On the housing choice voucher program, it looks like there was a large increase in actual expenditures. This is because MTW reserves were drawn down to the Railyard Flats project and it was booked there as an expenditure and filtered through the budget, in business activities, into actual revenue. State HMNI funds have begun to be received for various projects.

**5. Discussion and possible approval of Resolution 24-06-02 RH for the revised Administrative Plan for the Homeless Prevention Program to broaden the scope of activities and refine the assistance provided by RHA to eligible households. (For Possible Action)**

Revisions to the Administrative Plan for the Homeless Prevention Program, as proposed by RHA's Director of Rental Assistance, Jamie Newfelt, would better align HPP with community needs and help maximize resources throughout Washoe County by minimizing duplication of services.

After careful consideration, Commissioner Taylor motioned to approved Resolution 24-06-02 with the understanding that RHA will speak with Eddie House and present

a revision to the board next month. Commissioner Sullivan seconded the motion. Chairman Aiazzi called for the vote. All ayes, no nays. Chairman Aiazzi declared the motion carried unanimously.

**6. Discussion and possible approval of a \$1,000,000.00 predevelopment loan from Hudson HT LP to Brinshore Development, LLC, for the Silverada Manor rehabilitation project. (For Possible Action)**

Representatives from Brinshore joined the meeting remotely to answer any questions. RHA's legal counsel, Ryan Russell, and RHA's transaction attorney at Reno & Cavanaugh have reviewed the pre-development loan documents and their comments have been accepted and incorporated into the documents.

The Board of Commissioners' approval would allow for Brinshore Development to receive up to a million dollars in a pre-development loan from Hudson HT LP that would be used to cover pre-development expenses associated with the Silverada Manor rehab project.

After careful consideration, Vice Chairman Sullivan motioned to approve the pre-development loan from Hudson HT LP to Brinshore Development, LLC, for the Silverada Manor rehabilitation project. Commissioner Taylor seconded the motion. The motion passed unanimously with 4 ayes and no nays.

**7. Discussion and possible approval of the Option to Ground Lease and Acquire Improvements by Silverada LLC for Silverada Manor. (For Possible Action)**

This item was removed from the agenda, as the topic will be discussed at the next Board meeting.

**Closed Session:**

**8. The Board may give direction to staff in closed session regarding the position or positions to be taken or the strategy to be employed, and staff may provide the Board with an update, regarding:  
(For Possible Action)**

- Per NRS 288.220(4), to discuss labor relations with RHA's management representatives, including without limitation, the position or positions to be taken or the strategy to be employed leading to the execution of a new Collective Bargaining Agreement (CBA), the upcoming expiration of the current CBA expiring June 30, 2024, potential items for negotiation in a new CBA and associated fiscal impacts. There will be no approval of the collective bargaining agreement during the course of the closed session.

## Reconvene Open Session:

### **9. Discussion and possible approval of the Collective Bargaining Agreement covering the period starting July 1, 2024, through June 30, 2026, and including an annual Cost of Living Adjustment (COLA) tied to the CPI-U Western Region and various other changes. (For Possible Action)**

Hearing no comments from the public, Chairman Aiazzi called for a motion. Commissioner Taylor motioned to approve the agreement as presented. Commissioner Sullivan seconded the motion. Chairman Aiazzi called for the vote. 4 ayes, no nays. Chairman Aiazzi declared the motion carried.

### **10. Discussion and possible action to approve both the April 2024 Cost of Living Adjustment (COLA) as published by the Consumer Price Index (CPI) Western Information Office, West Region, and on the basis thereof, possible adoption of Resolution 24-06-03 RH approving a net 3.7% COLA increase, with a total fiscal impact of approximately \$115,000 for FY2025, for all staff positions at RHA and Washoe Affordable Housing Corporation (WAHC) not covered under the Collective Bargaining Agreement. (For Possible Action)**

As the collective bargaining agreement was approved in the previous agenda item, it provides for a salary increase for fiscal year 2025 based on April 2024, CPI Western Information Office West region and affective the first full pay period of July 24 for staff positions that are covered under that agreement. For RHA staff that are not covered under that agreement they do not receive this automatic increase and any equivalent increase for those staff members would have to be approved by the Board of Commissioners. Sufficient funding is available in the approved 2025 budget to cover the cost of a COLA adjustment and Resolution 24-06-03 would provide that adjustment for non-covered staff at RHA and Washoe Affordable Housing Corporation.

After careful consideration, Commissioner Taylor motioned to approve Resolution 24-06-03 as presented. Commissioner Sullivan seconded the motion. The motion passed unanimously with 4 ayes and no nays.

### **11. Discussion and update on the relocation of residents at Hawk View Apartments and Silverada Manor. (Discussion Only)**

JD Klippenstein, RHA's Director of Development provided a staff report with additional background information. Katie Provencher, Founder and Principal at Housing to Home, and Willow Dion from Housing to Home were introduced as they

may respond to questions that arise regarding services they provide with relocation assistance and counseling that is required per HUD guidelines for these projects.

Particular concerns have been brought to RHA's attention, which have prompted some process improvements that RHA and Housing To Home are committed to, including better communication with residents and better communication between RHA and Housing to Home to resolve issues quickly.

Despite the challenges to relocation, everything within RHA's and Housing to Home's power is being done to ensure residents are relocated to a place that maintains their affordability and each household's needs are taken into account. Housing To Home is managing the day-to-day relocation logistics, but RHA is managing both the voucher move-out and the transfer process for those residents as well.

Potential and actual issues were discussed. Commissioner Solly expressed her feelings on the matter of her personal experience with the move-out.

**12. Discussion and quarterly update on the RHA development projects including, but not limited to:**

- a. Dick Scott Manor**
  - b. Railyard Flats**
  - c. Silverada Manor**
  - d. Hawk View Apartments**
  - e. John McGraw and Silver Sage Apartments**
  - f. Stead Manor**
  - g. Carville Court**
  - h. Paradise Plaza**
  - i. Reno Avenue.**
- (Discussion Only)**

RHA's Director of Development, JD Klippenstein, prepared a quarterly update for all of RHA's active development projects and a development pipeline for the Board.

A comprehensive resolution will be presented to the Board at the next meeting that will lay out to the Board the details of the Silverada project and the major decisions made.

A Silverada Manor resident meeting was held the morning of June 25, 2024, at 10am and another one at 6pm. This is the final resident meeting that is required per HUD guidelines, since RHA received approval from HUD for this project. Residents are being updated on the project progress and meeting with Housing To Home.

### **13. Update on implementation of previously approved rental increases across RHA's expanded housing portfolio. (Discussion)**

In February 2023, the board adopted a rent policy for units owned by RHA that do not have rent restrictions. Per that policy rents would be set going forward at 80% of market rent, with an implement implementation period for those current in-place tenants where the rent increase would be over \$100. Market Rents are determined by RHA staff in March for each year for use in the upcoming fiscal year. After adopting RHS rent policy rent increases were implemented for all tenants in late fiscal year 23 through the beginning of fiscal year 24.

The anticipated rent increases, once RHA gets everyone up to 100% of all units at 80% of market rent, will likely be very small incremental increases after that point.

### **14. Discussion and update on Board goals and year one progress. (Discussion)**

At RHA's annual retreat in December, the Executive Director, Dr. Hilary Lopez, and the commissioners adopted overarching goals for the agency. These are high level goals that provide overall direction for RHA and help guide programming and projects. Since that meeting, as discussed at the retreat, Executive Director Lopez met with the leadership teams to determine interim goals that work to advance the overarching goals. The interim goals were subdivided into one-year goals, short-term goals, that aim to be achieved within 24 months and mid-term goals pursued over the next three to five years. The interim goals also incorporated some carryover goals from calendar year 2023 as directed by the Board at the retreat. Adopted goals were increase the amount of affordable housing RHA provides, increase opportunities for clients to break the cycle of poverty, promote health and wellness for our residents be an integral part of their community, and make data driven decisions. Executive Director Lopez identified the interim goals that are associated with each overarching goal.

Executive Director Lopez informed the Board members that RHA is on track for all of the one-year goals and continue to move forward. At this time, the Board has completed or supported the items RHA needed.

### **15. Additional Items:**

- a) Possible change in day/time of Board meetings (Discussion)
- b) General matters of concern to Board Members regarding matters not appearing on the agenda. (Discussion)
- c) Reports on conferences and trainings. (Discussion)
- d) Old and New Business. (Discussion)



- e) Request for Future Agenda Topics (Discussion)
- f) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time:  
Tuesday, July 23, 2024, and Tuesday, August 27, 2024.  
(For Possible Action)

**16. 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 are limited to three minutes per person.**

None

**17. Adjournment.**

Chairman Aiazzi declared the meeting adjourned at 2:28pm.