

**MINUTES OF THE REGULAR MEETING  
HOUSING AUTHORITY OF THE CITY OF RENO  
BOARD OF COMMISSIONERS  
March 25, 2025**

The meeting of the Board of Commissioners of the Housing Authority of the City of Reno (Agency) was called to order by Madame Chair Taylor at 12:01pm on Tuesday, March 25, 2025, in the Agency's Boardroom.

**Commissioners Present**

Kathleen Taylor, Madame Chair  
Dave Aiazzi, Vice Chair  
Mark Sullivan, Commissioner

**Commissioners Absent**

Mayor Hillary Schieve, Commissioner  
Dejanae Solley, Commissioner

**Staff Present**

Dr. Hilary Lopez, Ph.D., Executive Director  
Heidi McKendree, Deputy Executive Director  
JD Klippenstein, Director of Development  
Kristin Scott, Director of Asset Management  
Jamie Newfelt, Director of Rental Assistance  
Jeremy Stocking, Director of Resident Services  
Brenda Freestone, WAHC  
Jeff Miller, Director of IT  
Kim Anhalt, Director of MTW

**Staff Present (continued)**

Jerri W. Conrad, Government & Public Affairs Manager  
Colleen M. Beltran, Executive Administrative Assistant

Ryan Russell, Legal Counsel

**Others Present**

Brian Bosma, Reno & Sparks Chamber  
Britton Griffith, Reno Engineering Corporation  
Monica DuPea, Truckee Meadows Housing Solutions and Nevada Youth Empowerment Project  
Daniel Guidici, Flynn Guidici  
Julie Henderson & Elaine Wiseman, City of Reno  
Erik Fong & Lesley Bosch,  
ONESTUDIODNA.COM

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.

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

Vice Chair Aiazzi motioned to approve the agenda with changes to the order in which the agenda items will be addressed. Commissioner Sullivan seconded the motion. Hearing no further discussion, Madame Chair Taylor called for the vote. All were in favor with 3 ayes, no nays. Madame Chair Taylor declared the motion carried.

**2. Approval of the minutes of the Regular Board Meeting held on February 25, 2025, Closed Session Meeting held on June 25, 2024, Closed Session Meeting held on May 28, 2024, Regular Meeting held on January 23, 2024, and the Closed Session Meeting held on January 23, 2024. (For Possible Action)**

Commissioner Sullivan motioned to approve the minutes as presented on the agenda. Vice Chair Aiazzi seconded the motion. Hearing no further discussion, Madame Chair Taylor called for the vote. With all ayes, no nays, Madame Chair Taylor declared the motion carried.

**3. Presentation of preliminary design for new apartments associated with Sarrazin Arms land swap by Erik Fong of ONESTUDIODNA.COM. (Discussion)**

Erik Fong, Principal Engineer at ONESTUDIODNA.COM, gave a presentation of the preliminary design for the new apartments associated with the Sarrazin Arms land swap.

**4. 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. Possible approval to accept CY25 Family Self-Sufficiency (FSS) Program grant funds provided by the U.S. Department of Housing and Urban Development (HUD) in the amount of \$243,423 to support up to 3 FSS Coordinator positions. (For Possible Action)**

**B. Possible adoption of Resolution 25-03-01 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 the annual required HUD**

**update of Payment Standards and Utility Allowances, MTW Plan approved changes related to Interim Recertifications and Medical Deductions, and updates related to the implementation of Housing Opportunities Through Modernization Act (HOTMA) regulations. (For Possible Action)**

**C. Possible adoption of Resolution 25-03-02 RH approving a revision to the Housing Authority of the City of Reno's Admissions and Continued Occupancy Plan (ACOP) to update the policies as they relate to the annual required HUD update of Flat Rents, MTW Plan approved changes related to Interim Recertifications and Medical Deductions, general updates regarding changes in position titles and updates related to the implementation of Housing Opportunities Through Modernization Act (HOTMA) regulations. (For Possible Action)**

**D. Discussion and possible approval of the below listed donation from Board of Commissioner contingency funds.**

**Commissioner Taylor: \$9,000 to support Eddy House**

Vice Chair Aiazzi motioned to approve the Consent Agenda as presented. Commissioner Sullivan seconded the motion. All were in favor with 3 ayes and no nays. Madame Chair Taylor declared the motion carried.

**5. Possible adoption of Resolution 25-03-03 RH approving the FY 24 final financial audit report from CliftonLarsonAllen LLP. (For Possible Action)**

Justin Measley of CliftonLarsonAllen LLP confirmed that the FY 24 financial audit report had gone through their QC review and there were no material changes in the final draft that would impact the audit results or opinions.

Commissioner Sullivan motioned to approve adoption of Resolution 25-03-03 RH approving the FY 24 final financial audit report. Vice Chair Aiazzi seconded the motion. With no further discussion, Madame Chair Taylor requested the vote. All were in favor, with 3 ayes and no nays. Madame Chair Taylor declared the motion carried.

**6. Discussion and possible approval of a Capital Improvement Plan for RHA's Community Benefit Properties managed by CloudTen. (For Possible Action)**

Commissioner Sullivan moved to approve the Capital Improvement Plan as presented. Vice Chair Aiazzi seconded the motion with discussion. After a brief discussion, Madame Chair Taylor called for the vote. All were in favor, with 3 ayes and no nays. Madame Chair Taylor declared the motion carried unanimously.

**7. Possible adoption of Resolution 25-03-04 RH certifying the Board of Commissioners review of Silverada Manor's 2024 and 2025 operating budgets and confirmation of the property's financial health and replacement reserve deposits. (For Possible Action)**

This item was removed from the agenda. No action was taken.

**8. Legislative update and potential board direction to the RHA Executive Director. (For Possible Action)**

Daniel Guidici could not remain in the meeting to give his presentation. The commissioners discussed the legislative items that the Board and RHA are tracking. No action was taken on this agenda item.

**9. Possible adoption of Resolution 25-03-05 RH approving the content and submission of the Authority's FY 2026 Moving to Work Annual plan and Certifications of Compliance to the U.S. Department of Housing and Urban Development (HUD). (For Possible Action)**

Vice Chair Aiazzi moved to approve the content and submission of the FY 2026 Moving to Work Annual Plan and Certifications of Compliance to HUD. Commissioner Sullivan seconded the motion. After discussion, Madame Chair Taylor called for the vote. With 3 ayes and no nays, Madame Chair Taylor declared the motion carried.

**10. Discussion and possible action to approve or deny of the creation of Carville Court LLC, a sole-purpose, single-member corporation, to serve as the owner entity of the Carville Court property and authorization for the Executive Director to enter into an operating agreement between the Housing Authority of the City of Reno and Carville Court LLC. If approved, this item may include approval of an initial contribution in the form of a loan of funds that RHA previously committed to this project from RHA to Carville Court, LLC, to be held in escrow for purposes of drawing down the same to fulfill the purpose of the LLC. If approved, this item may have a fiscal impact of up to \$4,650,000 in the form of a loan to bear interest at the applicable federal rate. (For Possible Action)**

Vice Chair Aiazzi moved to approve staff recommendations that the Board of Commissioners authorize staff to establish Carville Court LLC as the owner entity of the Carville Court property located at 1247 Carville Drive and further authorize the Executive Director to execute an operating agreement between the Housing Authority of the City of Reno and Carville Court LLC. Madame Chair Taylor seconded the motion. With no further discussion, Madame Chair Taylor called for the vote. With 3 ayes and no nays, Madame Chair Taylor declared the motion carried.

**11. Possible Adoption of Resolution 25-03-06 RH authorizing the Executive Director to open and administer bank accounts including the operating account, security deposit account, replacement reserves account, and/or other accounts as required by Carville Court, LLC to support the Carville Court project. (For Possible Action)**

Commissioner Sullivan motioned to approve the adoption of Resolution 25-03-06 RH authorizing the Executive Director to open and administer bank accounts including the operating account, security deposit account, replacement reserves account, and/or other accounts as required by Carville Court, LLC to support the Carville Court project. Vice Chair Aiazzi seconded the motion. The vote was 3 ayes and no nays. Madame Chair Taylor declared the motion carried unanimously.

**12. Discussion and presentation on the Truckee Meadows Housing Solutions' ("TMHS") GenDen housing project. Discussion and presentation may include without limitation a request from TMHS for an additional \$500,000 from RHA for the project and the basis for the request, the status of the project, including construction, the status of funds previously committed by RHA for the project, compliance with the agreements between RHA and TMHS for the project, and other matters related to the project and the relationship between RHA and TMHS. (For Discussion Only)**

Britton Griffith of Reno Engineering Corporation, Monica DuPea of Truckee Meadows Housing Solutions and Nevada Youth Empowerment Project, and Brian Bosma of Reno and Sparks Chamber of Commerce, presented their proposed plan for the Truckee Meadows Housing Solutions GenDen project, discussed their request for an additional \$500,000, and the status of the project to date.

This was a discussion item and no action was taken.

**Closed Session:**

**13. 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 RHA's legal position(s), obligations, and options in relation to the following items. No action will be taken in closed session.**

- **Discussion and update on legal analysis of Right of First Refusal, potential sales options, potential lobby lease options, and or other options for the property located at Parcel 4-B of Paradise Retail I, LLC, Sparks, Nevada (also known as Paradise Plaza) and estimated budgets associated with various potential scopes of work to renovate the site and address needed pest mitigation. (Discussion Only)**

- **Discussion on any potential legal issues related to the Truckee Meadows Housing Solutions' ("TMHS") GenDen housing project. Discussion may include without limitation a request from TMHS for an additional \$500,000 from RHA for the project; RHA's continued participation in the project, and/or the need for more information on the project to inform future Board action in relation to the project, the funds committed thereto, and the real property leased for the project. (Discussion Only)**

**Reconvene Open Session:**

- 14. Discussion and possible direction to staff on next steps regarding initiating the Right of First Refusal, potential sales options, potential lobby lease options, and/ or other options for the property located at Parcel 4-B of Paradise Retail I, LLC, Sparks, Nevada (also known as Paradise Plaza) and/or estimated budgets associated with various potential scopes of work to renovate the site and address needed pest mitigation. (For Possible Action)**

Commissioner Sullivan made a motion to direct the executive director to negotiate and enter an amendment to the post closing agreement extending the dates for compliance. Vice Chair Aiazzi seconded the motion. With no discussion heard, Madame Chair Taylor called for the vote. All were in favor, with 3 ayes and no nays, Madame Chair Taylor declared the motion carried unanimously.

- 15. Discussion and possible action to provide direction to the Executive Director on the Truckee Meadows Housing Solutions' ("TMHS") GenDen housing project. Possible action may include without limitation approval, approval with conditions, continuance or denial, of a request from TMHS for an addition \$500,000 from RHA for the project; direction to the Executive Director in relation to RHA's continued participation in the project, and/or direction to the Executive Director to pursue more information on the project to inform future Board action. Depending on board action, this item has a possible fiscal impact of up to \$500,000. (For Possible Action)**

Madame Chair Taylor motioned to deny TMHS' request for \$500,000 for the GenDen project and direct staff to pursue legal options under the current agreement, if TMHS is unable to obtain the funds by the date AHP awards its grant, and further direct the executive director to inform TMHS that there will be no drawdowns of the \$1.75M until they obtain the full funding for 10 units. Vice Chair Aiazzi seconded the motion. No further discussion took place. Madame Chair Taylor called for the vote. With 3 ayes and no nays, Madame Chair Taylor declared the motion carried unanimously.

- 16. Commissioner Reports. (Discussion)**

None

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

This item was not discussed.

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

- 1. Silverada Manor**
  - 2. Hawk View Apartments**
  - 3. John McGraw & Silver Sage Apartments**
  - 4. Stead Manor**
  - 5. Carville Court**
  - 6. Reno Avenue**
  - 7. I Street**
- (Discussion only)**

This item was not discussed.

**19. Additional Items:**

- a) General matters of concern to Board Members regarding matters not appearing on the agenda. (Discussion)**
- b) Reports on conferences and trainings. (Discussion)**
- c) Old and New Business. (Discussion)**
- d) Request for Future Agenda Topics (Discussion)**
- e) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time:  
Tuesday, March 25, 2025, and Tuesday, April 22, 2025.  
(For Possible Action)**

No action was taken on this item.

**20. 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

**21. Adjournment.**

Madame Chair Taylor declared the meeting adjourned at 2:44pm.