

MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF
RENO BOARD OF COMMISSIONERS
January 23, 2024

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 12:03 pm on Tuesday, January 23, 2024, in the Agency's Boardroom.

Commissioners Present

Dave Aiazzi, Chairman
Schieve
Mark Sullivan, Vice Chairman
Kathleen Taylor
Dejanae Solley

Commissioners Absent

Mayor Hillary

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
Jamie Newfelt, Director Rental Assistance
Kim Anhalt, Moving to Work Coordinator
Kristin Scott, Director of Public Housing
Josh Stice, Director of IT
April Conway, Public Affairs Officer
Lindsay Dobson, Executive Administrative Assistant
Brenda Freestone, Contract Administrator Washoe Affordable Housing Corporation (WAHC)

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.**

Alexander Segura-Garcia, Washoe County Home Consortium
Tahleena Hardin, Workforce Development graduate

- **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 was no public comment.

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

Chairman Aiazzi recommended hearing items one, two, three and six and then closed session items first due to time constraints.

Vice Chairman Sullivan motioned to approve the agenda as amended. Commissioner Solley 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 November 28, 2023, and the closed session meeting held December 8, 2023. (For Possible Action)

Vice Chairman Sullivan motioned to approve the minutes of the regular meeting held November 28, 2023, and the closed session minutes held December 8, 2023. 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.

2. Presentation by Cori Fisher, Director of Resident Services, to Tahleena Hardin, Workforce Development graduate. (Discussion)

Workforce Development Program graduate Ms. Hardin joined the program in 2020 and as escrowed a total of \$20,670 and has reached full self-sufficiency.

3. 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)

Vice Chairman Sullivan asked to pull consent agenda item 3(h) and Chairman Aiazzi asked to pull item 3 (b) for discussion.

Vice Chairman Sullivan motioned to approve the consent agenda item 3(b). Chairman Sullivan 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.

Vice Chairman Sullivan motioned to approve the consent agenda item 3(h). 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.

- a) Consider adoption of Resolution 24-01-01 RH authorizing the write-off of tenant accounts receivable for the Section 8 Rental Assistance Programs.**
- b) Consider adoption of Resolution 24-01-02 RH authorizing the write-off of landlord accounts receivable for the Section 8 Rental Assistance Programs.**
- c) Consider adoption of Resolution 24-01-03 RH authorizing the write-off of vacated tenant account receivables for the Low-Rent Public Housing Program.**

- d) **Consider adoption of Resolution 24-01-04 RH authorizing the write-off of vacated tenant account receivables for the unaided properties.**
- e) **Consider adoption of Resolution 24-01-05 RH approving the annual update of the Equal Opportunity Housing Plan for Section 8 Rental Assistance Programs.**
- f) **Consider adoption of Resolution 24-01-06 RH ratifying \$150,000.00 in additional MTW funding previously approved on January 4, 2024, for APN 031-012-40, otherwise known as Parcel 4-B as shown on Parcel Map No. 5306 in the Paradise Plaza Shopping Center.**
- g) **Consider adoption of Resolution 24-01-07 RH approving an amendment to the FY2024 MTW Annual Plan to establish specific Housing Construction Cost (HCC) and Total Development Cost (TDC) limits for Washoe County and authorizing submission to the US Department of Housing and Urban Development.**
- h) **Consider adoption of Resolution 24-01-08 RH authorizing the Executive Director to project-base up to 125 Veterans Affairs Supportive Housing (VASH) Vouchers and up to 50 Housing Choice Vouchers (HCV) at proposed and/or existing rental properties through a Request for Proposals (RFP)**

Chairman Aiazzi motioned to approve the consent agenda. Vice Chairman Sullivan 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.

4. Commissioner Reports. (Discussion)

Chairman Aiazzi reported he created a calendar for future items and sent it to all Board members.

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

- RHA partnered with Nevada Apartments Association on a Housing Choice Voucher (HCV) Lunch and Learn session on January 9, 2024. Over 30 people registered, and staff was able to provide information on the HCV and the various landlord incentives available through the Authority.
- Staff will hold a tour of RHA properties for elected officials on Friday, January 26, 2024. The tour will provide an overview of RHA, its programs and upcoming development projects, as well as the opportunity to view several RHA public and expanded housing properties.
- The US Department of Housing and Urban Development (HUD) released its proposed final rule for implementing a 30-Day Notification Requirement Prior to Termination of Lease for Nonpayment of Rent. RHA and SNRHA have collaborated to submit joint public comment that identifies various concerns with the proposed rule. A draft of the public comment is attached for Commissioners' reference. RHA and SNRHA will submit the public comment no later than January 29, 2024.
- RHA is working with the Southern Nevada Regional Housing Authority and Nevada Rural Housing Authority on a joint letter to the Nevada Housing Division asking them to adopt each

PHAs utility allowances as a standard that can be used in tax credit and other projects that receive project-based vouchers (PBV) and HOME funds to alleviate the need to request federal site-specific waivers for each project as the PBV and HOME program have conflicting utility allowance requirements.

- Gaston & Wilkerson merged with CloudTen Residential and will be operating under CloudTen Management. Current management operations will not be impacted but new management agreements will be brought to the Board later this spring to amend for the name and related changes.
- The office redesign is substantially complete, and the updated spaces provide for better workflow and collaboration amongst staff and departments. Initial feedback from staff has been positive. The remaining furniture will be delivered and installed in February. Heidi McKendree, Nestor Garcia, the maintenance team, and IT department did a herculean job of clearing out old furniture, disassembling and reassembling IT equipment, and providing clear spaces for the installation.

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 | 2,168 | 87% | 63 |
| VASH | 541 | 284 | 52% | 56 |
| EHV | 137 | 106 | 77% | 17 |
| FYI | 15 | 5 | 33% | 5 |

| Number HQS Inspections Conducted by Month | |
|---|-----|
| December 2023 | 248 |

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)

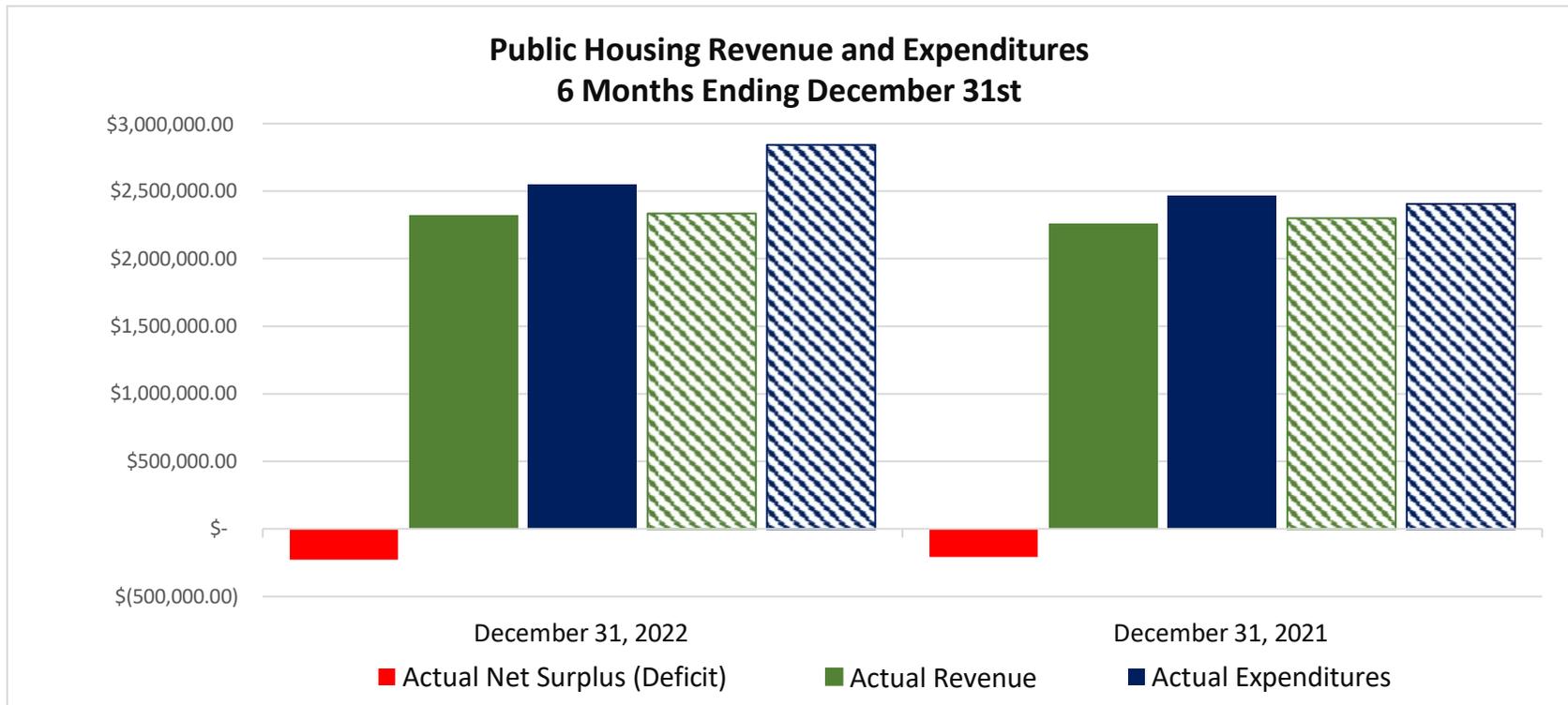
Description: Vouchers allocated by HUD with an ongoing partnership with the VA to serve homeless veterans. The VA provides case management services to participants. The VA makes direct referrals to RHA of eligible clients and the RHA provides a VASH voucher. Currently, RHA has project- based 9 of these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

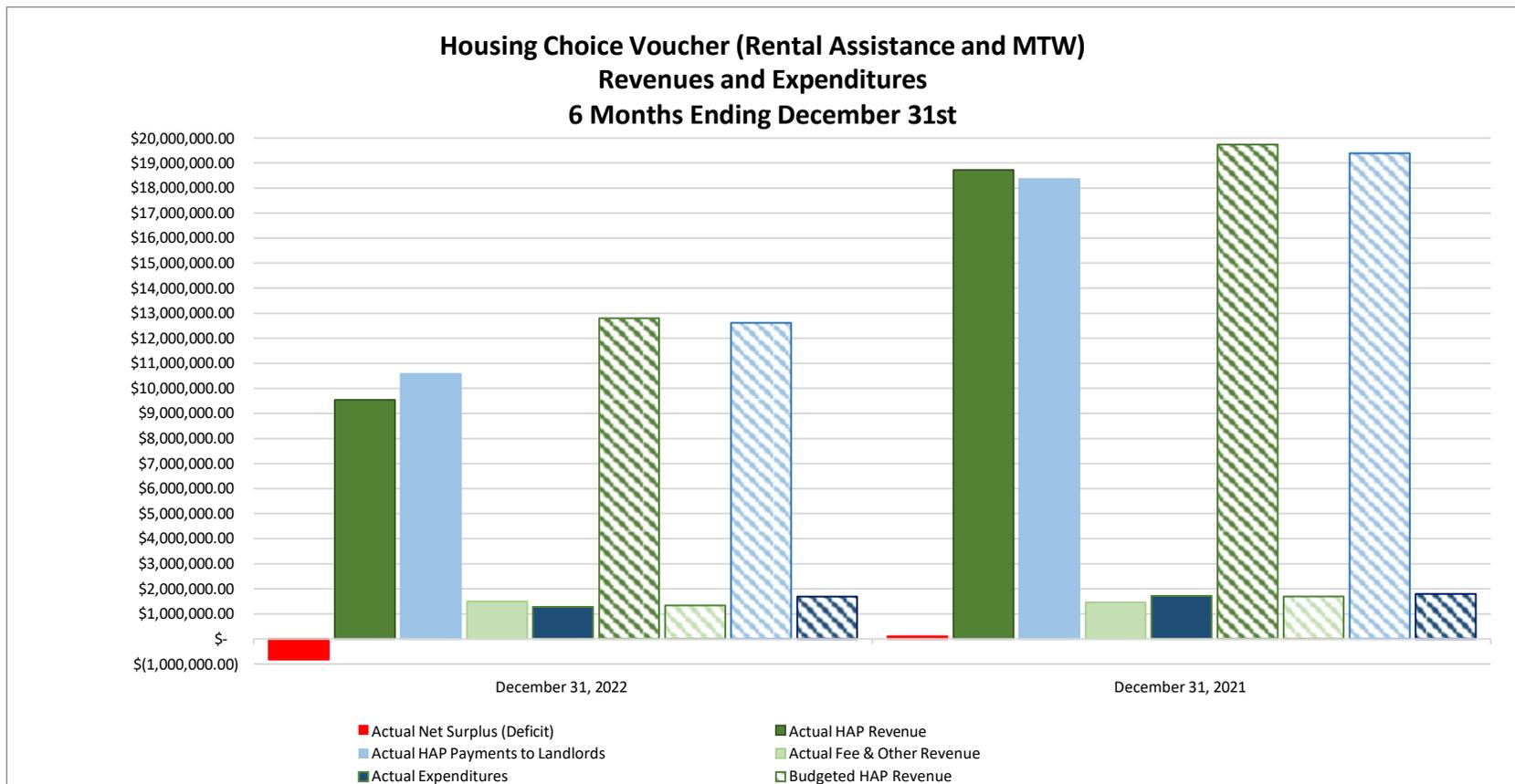
**ENTITY-WIDE FINANCIAL REPORT
FOR THE 6 MONTHS ENDED DECEMBER 31, 2022**

| Public Housing | December 31, 2022 | December 31, 2021 | Variance Favorable (Unfavorable) | Variance Percentage |
|-------------------------------------|------------------------|------------------------|-------------------------------------|------------------------|
| Actual Revenue | \$ 2,320,492.20 | \$ 2,260,276.00 | \$ 60,216.20 | 2.66% |
| Actual Expenditures | \$ 2,549,025.52 | \$ 2,469,230.00 | \$ 79,795.52 | 3.23% |
| Actual Net Surplus (Deficit) | \$ (228,533.32) | \$ (208,954.00) | \$ (19,579.32) | 9.37% |
| Budgeted Revenue | \$ 2,334,419.46 | \$ 2,298,785.58 | \$ 35,633.88 | 1.55% |
| Budgeted Expenditures | \$ 2,842,849.50 | \$ 2,405,655.42 | \$ 437,194.08 | 18.17% |



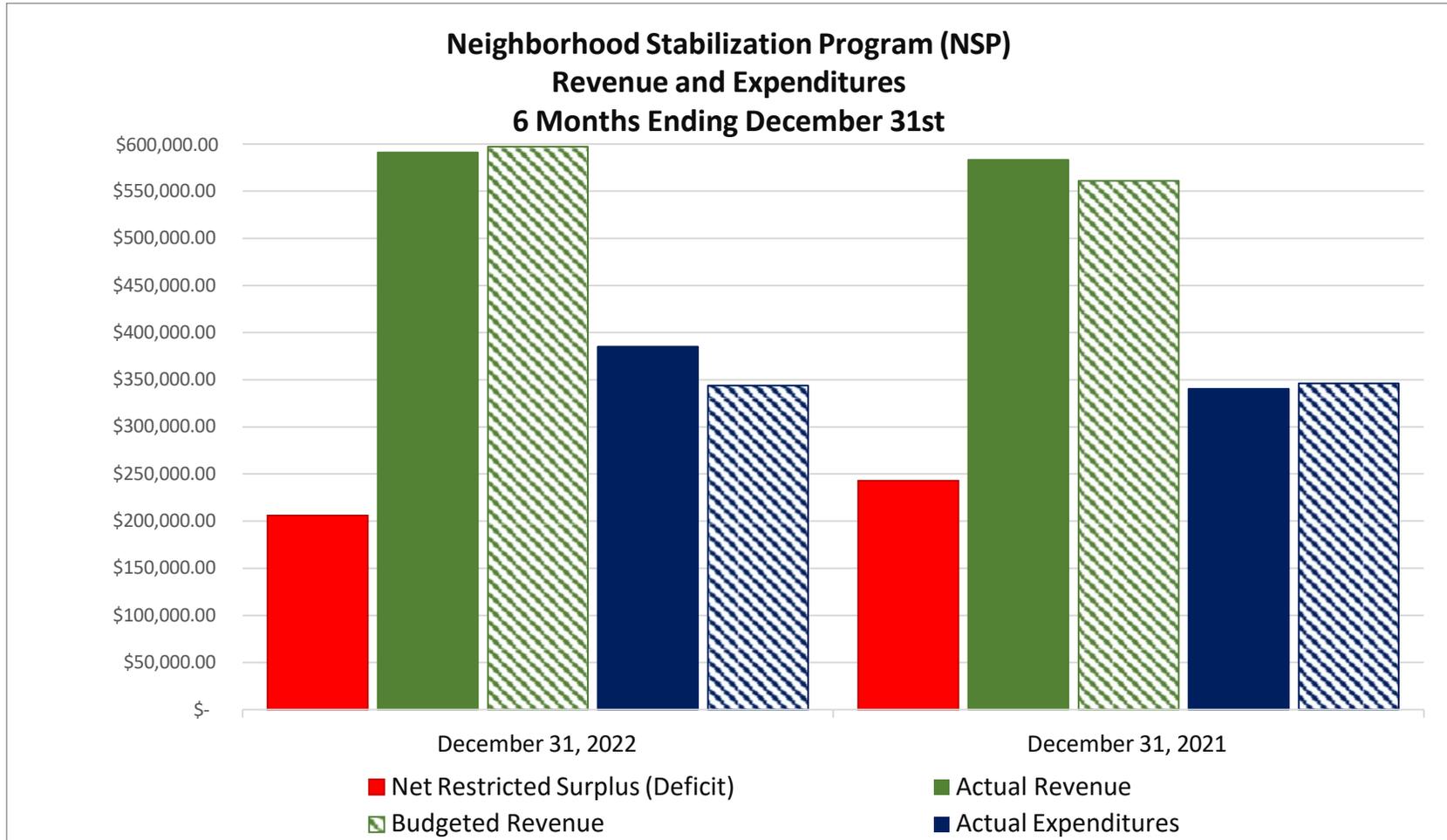
**ENTITY-WIDE FINANCIAL REPORT
FOR THE 6 MONTHS ENDED DECEMBER 31, 2022**

| Housing Choice Voucher (Rental Assistance and MTW) | December 31, 2022 | December 31, 2021 | Variance Favorable (Unfavorable) | Variance Percentage |
|--|------------------------|----------------------|----------------------------------|---------------------|
| Actual HAP Revenue | \$ 9,541,611.00 | \$ 18,716,912.85 | \$ (9,175,301.85) | -49.02% |
| Actual HAP Payments to Landlords | \$ 10,580,798.42 | \$ 18,352,563.18 | \$ (7,771,764.76) | -42.35% |
| Actual Fee & Other Revenue | \$ 1,497,514.48 | \$ 1,464,957.20 | \$ 32,557.28 | 2.22% |
| Actual Expenditures | \$ 1,279,307.79 | \$ 1,720,066.29 | \$ (440,758.50) | -25.62% |
| Actual Net Surplus (Deficit) | \$ (820,980.73) | \$ 109,240.58 | \$ (930,221.31) | -851.53% |
| Budgeted HAP Revenue | \$ 12,796,302.00 | \$ 19,733,135.10 | \$ (6,936,833.10) | -35.15% |
| Budgeted Fee & Other Revenue | \$ 1,336,296.54 | \$ 1,701,079.18 | \$ (364,782.64) | -21.44% |
| Budgeted HAP Payments to Landlords | \$ 12,612,457.98 | \$ 19,387,460.34 | \$ (6,775,002.36) | -34.95% |
| Budgeted Expenditures | \$ 1,697,036.16 | \$ 1,798,354.92 | \$ (101,318.76) | -5.63% |



**ENTITY-WIDE FINANCIAL REPORT
FOR THE 6 MONTHS ENDED DECEMBER 31, 2022**

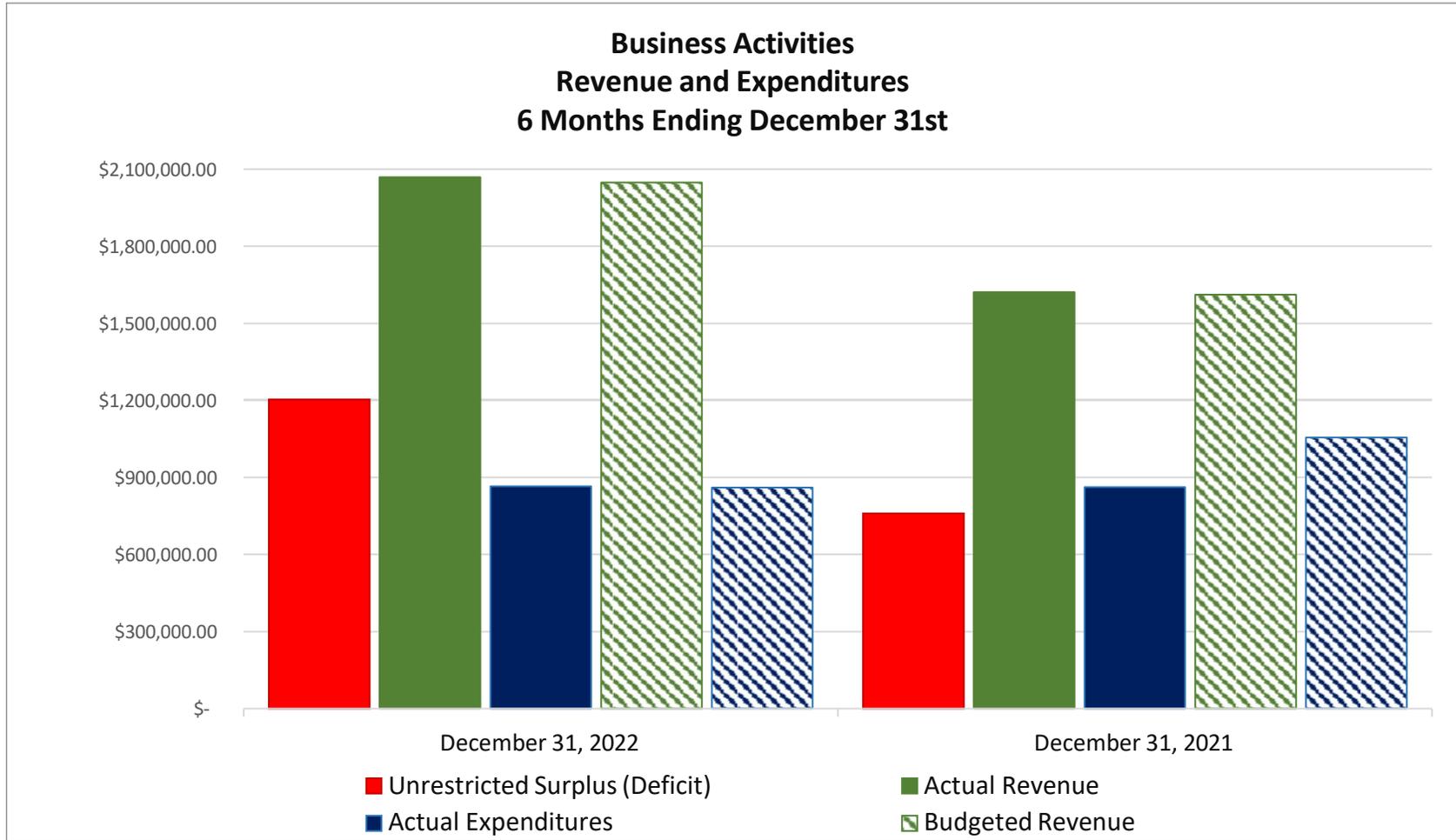
| Neighborhood Stabilization Program (NSP) | December 31, 2022 | December 31, 2021 | Variance Favorable (Unfavorable) | Variance Percentage |
|---|--------------------------|--------------------------|---|----------------------------|
| Actual Revenue | \$ 590,906.87 | \$ 583,058.68 | \$ 7,848.19 | 1.35% |
| Actual Expenditures | \$ 385,082.87 | \$ 340,247.17 | \$ 44,835.70 | 13.18% |
| Net Restricted Surplus (Deficit) | \$ 205,824.00 | \$ 242,811.51 | \$ (36,987.51) | -15.23% |
| Budgeted Revenue | \$ 597,102.54 | \$ 560,863.50 | \$ 36,239.04 | 6.46% |
| Budgeted Expenditures | \$ 343,875.06 | \$ 346,196.64 | \$ (2,321.58) | -0.67% |



| Business Activities | December 31, 2022 | December 31, 2021 | Variance Favorable (Unfavorable) | Variance Percentage |
|----------------------------|--------------------------|--------------------------|---|----------------------------|
| Actual Revenue | \$ 2,069,372.80 | \$ 1,621,578.44 | \$ 447,794.36 | 27.61% |

**ENTITY-WIDE FINANCIAL REPORT
FOR THE 6 MONTHS ENDED DECEMBER 31, 2022**

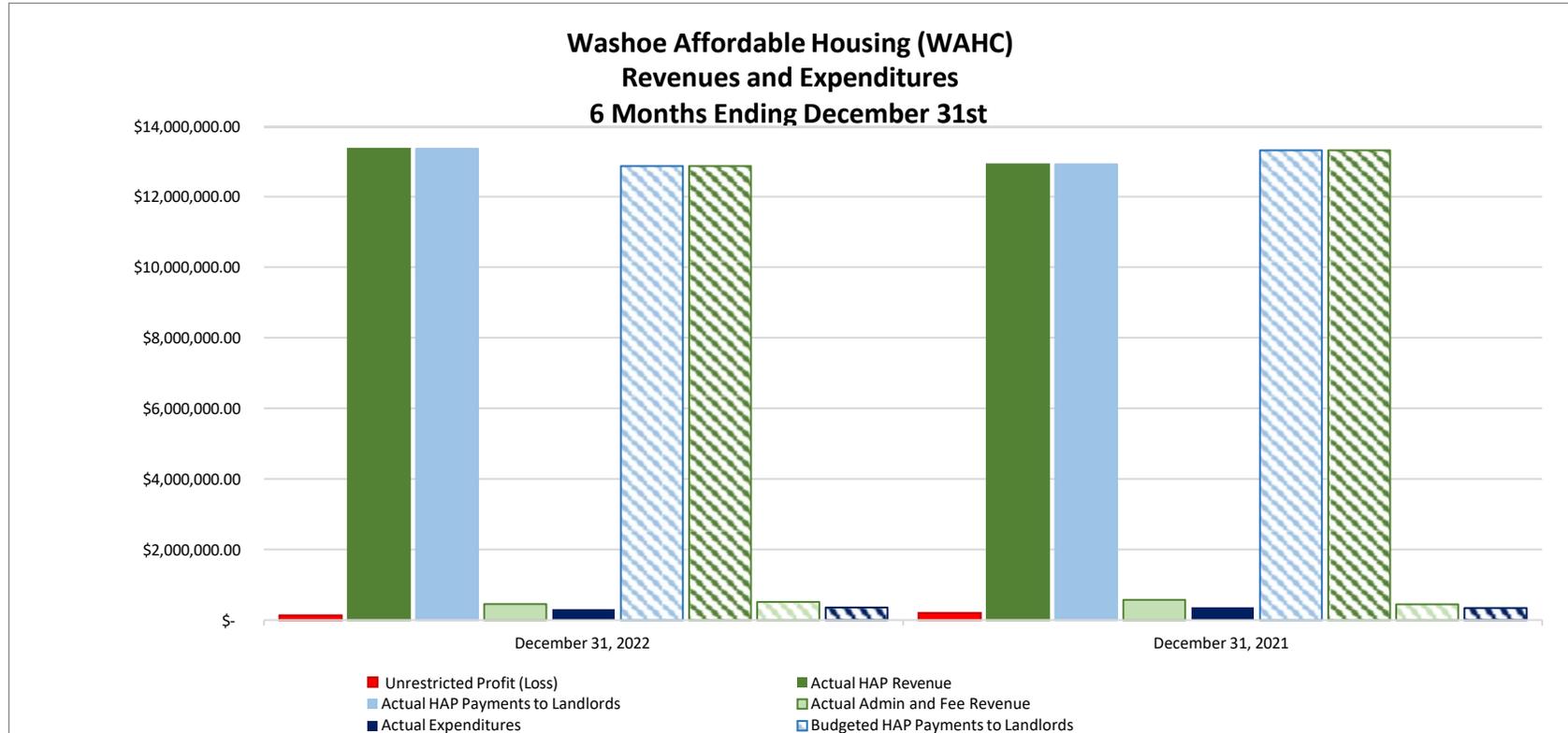
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|---------------------------------------|------------------------|----------------------|----------------------|----------------|
| Actual Expenditures | \$ 865,856.09 | \$ 861,987.96 | \$ 3,868.13 | 0.45% |
| Unrestricted Surplus (Deficit) | \$ 1,203,516.71 | \$ 759,590.48 | \$ 443,926.23 | 58.44% |
| Budgeted Revenue | \$ 2,048,739.00 | \$ 1,611,816.00 | \$ 436,923.00 | 27.11% |
| Budgeted Expenditures | \$ 860,546.88 | \$ 1,055,529.36 | \$ (194,982.48) | -18.47% |



| Washoe Affordable Housing (WAHC) | December 31, 2022 | December 31, 2021 | Variance Favorable (Unfavorable) | Variance Percentage |
|----------------------------------|-------------------|-------------------|----------------------------------|---------------------|
| Actual HAP Revenue | \$ 13,354,564.50 | \$ 12,919,419.50 | \$ 435,145.00 | 3.37% |
| Actual HAP Payments to Landlords | \$ 13,354,564.50 | \$ 12,919,419.50 | \$ 435,145.00 | 3.37% |
| <i>HAP Surplus (Deficit)</i> | <i>\$ -</i> | <i>\$ -</i> | <i>\$ -</i> | <i>0.00%</i> |
| Actual Admin and Fee Revenue | \$ 453,908.12 | \$ 570,444.22 | \$ (116,536.10) | -20.43% |

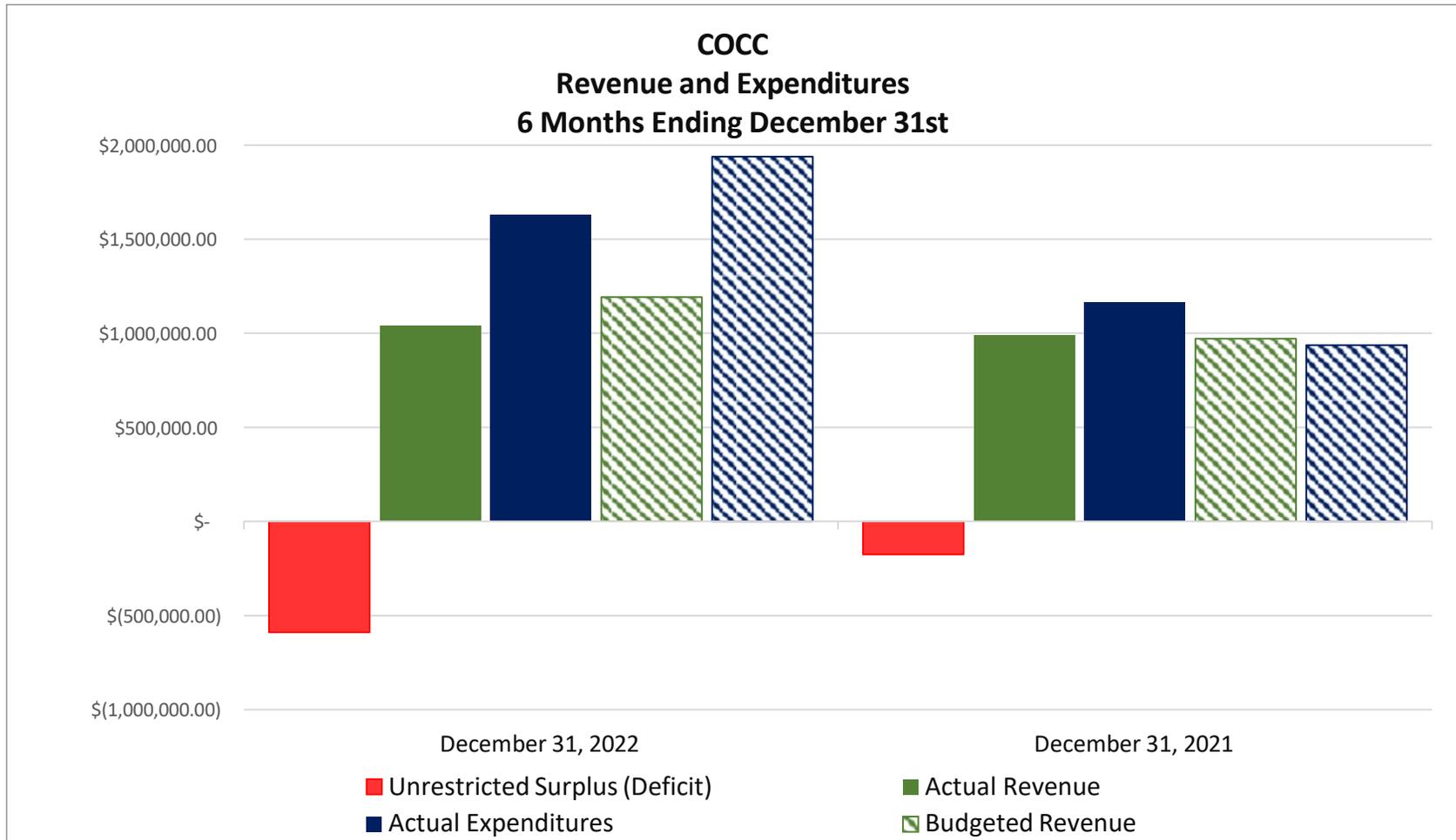
**ENTITY-WIDE FINANCIAL REPORT
FOR THE 6 MONTHS ENDED DECEMBER 31, 2022**

| | | | | |
|------------------------------------|----------------------|----------------------|-----------------------|----------------|
| Actual Expenditures | \$ 314,469.54 | \$ 363,491.92 | \$ (49,022.38) | -13.49% |
| <i>Unrestricted Profit (Loss)</i> | <i>\$ 139,438.58</i> | <i>\$ 206,952.30</i> | <i>\$ (67,513.72)</i> | <i>-32.62%</i> |
| Net compared to budget | \$ 139,438.58 | \$ 206,952.30 | \$ (67,513.72) | -32.62% |
| Budgeted HAP Payments to Landlords | \$ 12,868,645.02 | \$ 13,317,678.00 | \$ (449,032.98) | -3.37% |
| Budgeted HAP Revenue | \$ 12,868,645.02 | \$ 13,317,678.00 | \$ (449,032.98) | -3.37% |
| Budgeted Admin and Fee Revenue | \$ 516,507.48 | \$ 443,688.00 | \$ 72,819.48 | 16.41% |
| Budgeted Expenditures | \$ 353,779.08 | \$ 337,056.00 | \$ 16,723.08 | 4.96% |



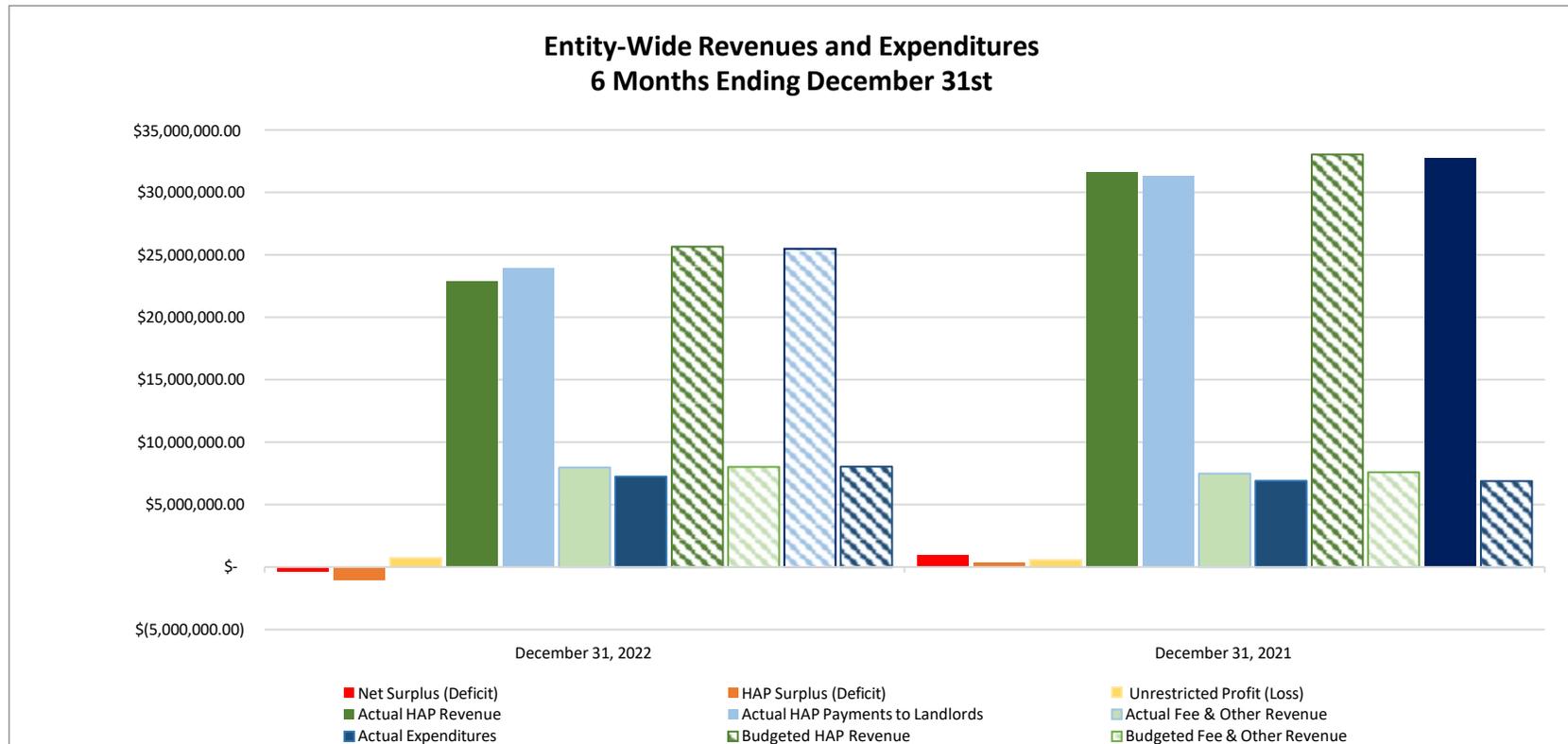
**ENTITY-WIDE FINANCIAL REPORT
FOR THE 6 MONTHS ENDED DECEMBER 31, 2022**

| COCC | December 31, 2022 | December 31, 2021 | Variance Favorable (Unfavorable) | Variance Percentage |
|---------------------------------------|------------------------|------------------------|-------------------------------------|------------------------|
| Actual Revenue | \$ 1,040,415.56 | \$ 990,403.00 | \$ 50,012.56 | 5.05% |
| Actual Expenditures | \$ 1,628,961.98 | \$ 1,164,776.00 | \$ 464,185.98 | 39.85% |
| Unrestricted Surplus (Deficit) | \$ (588,546.42) | \$ (174,373.00) | \$ (414,173.42) | 237.52% |
| Budgeted Revenue | \$ 1,191,195.00 | \$ 971,380.00 | \$ 219,815.00 | 22.63% |
| Budgeted Expenditures | \$ 1,938,852.06 | \$ 937,657.00 | \$ 1,001,195.06 | 106.78% |



**ENTITY-WIDE FINANCIAL REPORT
FOR THE 6 MONTHS ENDED DECEMBER 31, 2022**

| Entity-Wide Totals | December 31, 2022 | December 31, 2021 | Variance Favorable (Unfavorable) | Variance Percentage |
|------------------------------------|--------------------------|----------------------|----------------------------------|---------------------|
| Actual HAP Revenue | \$ 22,896,175.50 | \$ 31,636,332.35 | \$ (8,740,156.85) | -27.63% |
| Actual HAP Payments to Landlords | \$ 23,935,362.92 | \$ 31,271,982.68 | \$ (7,336,619.76) | -23.46% |
| <i>HAP Surplus (Deficit)</i> | <i>\$ (1,039,187.42)</i> | <i>\$ 364,349.67</i> | <i>\$ (1,403,537.09)</i> | <i>-385.22%</i> |
| Actual Fee & Other Revenue | \$ 7,972,610.03 | \$ 7,490,718.27 | \$ 481,891.76 | 6.43% |
| Actual Expenditures | \$ 7,248,351.76 | \$ 6,919,799.56 | \$ 328,552.20 | 4.75% |
| <i>Unrestricted Profit (Loss)</i> | <i>\$ 724,258.27</i> | <i>\$ 570,918.71</i> | <i>\$ 153,339.56</i> | <i>26.86%</i> |
| Net Surplus (Deficit) | \$ (314,929.15) | \$ 935,268.38 | \$ (1,250,197.53) | -133.67% |
| Budgeted HAP Revenue | \$ 25,664,947.02 | \$ 33,050,813.10 | \$ (7,385,866.08) | -22.35% |
| Budgeted Fee & Other Revenue | \$ 8,024,260.02 | \$ 7,587,612.12 | \$ 436,647.90 | 5.75% |
| Budgeted HAP Payments to Landlords | \$ 25,481,103.00 | \$ 32,705,138.34 | \$ (7,224,035.34) | -22.09% |
| Budgeted Expenditures | \$ 8,036,938.74 | \$ 6,880,449.18 | \$ 1,156,489.56 | 16.81% |



Asset Management

- During the month of December, Asset Management filled the Compliance Specialist and General Office Clerk 1 positions. We currently have an open Assistant Manager and a Maintenance II position. A candidate was selected and is currently going through the pre-employment process for the Assistant Manager and interviews will be conducted during the month of January for the Maintenance II position.
- Maintenance staff have continued teaming up on Thursdays to complete leaf removal and other miscellaneous tasks. The team recently went through training on how to properly operate the new Kubota bucket tractor in preparation for the snowy season. Maintenance has also reviewed their shops to ensure they have all the necessary material and tools on site once the adverse weather arrives.
- The Assistant Manager team went through the Tax Credit Specialist training delivered through the National Center for Housing Management. This training is the first of three training courses the managers will need to complete prior to Silverada and Hawk View repositioning being completed.
- Public Housing ended the month of September with 68 vacancies for an overall occupancy rate of 90.95% across all sites. In December, seven residents vacated their unit, and no units were leased.

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

Department Updates

- The Director of Resident Services is participating in a panel for the **Federal Home Loan Bank of San Francisco's Innovations in Mortgage Finance Symposium** in Los Angeles, CA on February 7, 2024. Discussions will include various ways to foster homeownership for low and middle-income households, and the several opportunities to utilize downpayment assistance programs nationwide.
- **Quest Counseling & Consulting Inc.** is providing (Naloxone) Narcan and training on proper administration for interested RHA staff members to have on hand in the event of an emergency. This initiative aligns with HUD's recent recognition of the importance of overdose prevention.
- Staff is working closely with **HUD**, the **University of Nevada, Reno**, the **Nevada System of Higher Education**, and the **Guardian Scholars Program** to discuss and brainstorm multiple initiatives to test, in order to successfully house foster youth enrolled in higher education, while simultaneously providing wraparound service to ensure self-sufficiency.

Elderly Services

- RHA is partnering with **St. Mary's Home Care Services** to host an event in which a notary and experts in DNRs, POLSTs, and Advanced Directives will be available to assist RHA seniors in ensuring their end-of-life wishes are known.

Workforce Development (WFD)

- The WFD team hosted a “Meet and Greet: Motivational Mixer” for all current and former workforce development clients to get together, share their stories, and build a community of like-minded individuals as they enter 2024.
- RHA is hosting a Homeownership Seminar for all interested clients on Saturday, February 24, 2024. Workshops will be offered throughout the day on topics including how the loan process works, how to overcome credit challenges, different financing options, downpayment assistance programs, and more. Many community partners will be joining us to table and mingle with guests.

Youth/Family Activities

- Staff are preparing for the Major Taylor Bike Camp, happening over WCSD spring break in partnership with the **Reno Bike Project**. Ten RHA youth will enjoy spring break riding through the trails of the Truckee Meadows.
- RHA’s Youth Coordinator attended the Raising Hope Conference, hosted by the **Nevada Office of Suicide Prevention**, to gain insight into the mental health challenges our young people face. Staff is working internally and with partners to plan multiple events and initiatives to promote positive mental health and assist our families with the resources they need throughout the upcoming year.

Resident Councils

- Resident Services staff is working with Development and Asset Management staff to actuate 2023 resident council community beautification fund projects. Thanks to this funding, residents will soon enjoy new gardening spaces, new computer labs inside their community rooms, new BBQ areas, picnic tables and more!
- Resident council board members are taking January and February to work on planning and budgeting for the calendar year 2024. Staff look forward to the great events and activities councils will host for their communities starting in March.

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

- Invited city and county elected officials who don’t, to follow RHA on social media.
- Cori and April each participated in the KTVN Share Your Christmas event on 12/8
- Cori participated on the Senior Spectrum radio show on 12/20
- Hilary participated in Renoites podcast on 1/19
- Hilary participated in Nevada Newsmakers 1/22
- Responded to an KRNV Ask Joe query. No story came of it.

- In social media we promoted a series of RHA 2023 Accomplishments social posts, Start Smart workshops, holidays donations from the public, Bobos/Sky Tavern participation in the RHA Family Ski Program, and upcoming WFD workshops.

Opportunity Knocks Magazine

- Getting mailed to community partners in the coming few weeks.

Other

- Final planning for RHA's elected officials tour/open house on 1/26
- Final planning for Railyard Flats groundbreaking event on 1/17
- Final planning for RHA/Nevada Rural joint media training set for 2/2
- Looking for sponsorship for DSM furniture/outfitting needs

E. Update on Development Activities

Silverada Manor & Hawk View Redevelopment

- RAD and Section 18 applications are still under review by HUD. Review is going slower than anticipated and has caused delays in project timelines. Resident relocation won't begin at Hawk View until March and Silverada will likely get pushed back to May. RHA staff has reached out several times to HUD staff but had difficulty getting ahold of them. Staff will be working with HUD Field Office to try to speed review up.
- RHA and Brinshore submitted a HOME application for \$1M for Hawk View in early January. If selected to move forward, RHA and Brinshore will present the project to WCHC TRC in mid-February.
- RHA also secured Wells Fargo as a sponsor for Hawk View Federal Home Loan Bank Affordable Housing Program grant application. Brinshore will begin work on AHP application shortly and will be requesting \$1.2M. RHA staff is working diligently to complete the required steps for RAD Concept Call for Silverada Manor by the end of November. Aiming for the Concept Call to happen mid-December.
- Brinshore released Lender/Investor RFP for Silverada in early January and will be releasing RFP for Hawk View in early February.
- Design sets and floor plans are progressing nicely and will be presented to the Board at the February meeting. General contractor is set to receive Silverada plans by end of month to begin estimating process for GMP. RHA, Brinshore, and Frame Architecture to have a pre-application meeting with City of Reno Development Services staff at the end of January.

Dick Scott Manor

- Construction is moving forward on schedule, within budget and current project scope. Stucco will be installed starting the end of January.

Railyard Flats

- Groundbreaking occurred on January 17. The event was very well attended by the community and elected leaders. The event also attracted strong media coverage.
- Site work began in mid-January.
- Staff are still working with City of Reno staff to close on HOME-ARP loan-to-grant agreement. This has taken longer than expected but the goal is to close by end of January. The delay has not impacted RHA's ability to fulfill pay requests.

Stead Manor

- Received schematic design estimates in December which showed that full scope of work is within budget range if developer fee is lowered to cover more construction costs. It is important to note that estimates will likely be lower as the design is further developed.
- Set to receive completed design development documents in March and construction documents in April.

McGraw Court/Silver Sage Court

- Received schematic design estimates in December which showed that the full scope of work is significantly higher than the current budget. More details related to this are provided in the Item 10 staff report.
- Set to receive completed design development documents on January 20 and set of 50% construction documents in March.

Carville Court

- Expecting notification of potential HOME-ARP award in mid-February.
- After reviewing program requirements, the decision was made to not pursue additional funding from the Washoe County Affordable Housing Trust Fund for this project. This means that the project will remain at 11-units.

Paradise Plaza

- Property donation is set to close in February.
- Environmental Review has been ordered. This needs to be completed before HUD-held reserves can be used for rehabilitation.

Essex Manor

- No project updates as of January 2024.

Capital Fund

- No CFP updates for January 2024.

F. Update on Information Technology activities

Yardi Implementation

- We are transitioning from the Implementation Team to the Client Success Support Team. This allows us to receive support from a team of technicians that specialize in their roles compared to funneling all issues through our account manager.
- We are working closely with the Asset Management team to correctly configure each property and corresponding menus for Affordable Rent Café.
- We are also working with the Asset Management team for the roll out of the Legal Module which allows us to manage all our client's current, pending, and historical legal matters.
- The Development, Finance, and IT departments will be collaborating during the Job Cost Module setup beginning on January 29th.

Laserfiche Implementation

- After the Rental Assistance files were completed in December, the scanning team transitioned to working on Public Housing files. They are close to finishing Mineral Manor's clients and will then move to unaided properties.
- Our team continues to create workflows that automate processes for both the Asset Management and Rental Assistance departments.

Other Projects

- Through December and the beginning of January, IT worked diligently with all departments to move equipment and relocate staff while construction completed. Our team was flexible and responsive as the agency adapted to changing circumstances.

G. Update on MTW Activities

FY 2025 Annual MTW Plan

- One new MTW activity is being proposed in FY 2025. This activity will eliminate interim recertifications due to an increase in household income unless requested by a participant in RHA's Workforce Development Program. RHA will continue to process interim recertifications related to decreases in income, change in household composition and when an increase to contract rent is requested by a landlord. Staff are proposing this activity to further align interim recertifications with new federal HOTMA regulations, promote resident self-sufficiency, and increase staff efficiency.
- RHA's Landlord Incentive Program is being expanded upon to allow for a vacancy loss payment if the unit passes Housing Quality Standards (HQS) on the first inspection and to extend the length of time that the initial inspection results are valid from 45 days to 90 days.

- RHA is amending one current activity that will allow RHA's clients with less than \$50,000 in assets to submit a self-certification as to the value and amount of expected income.
- Proposed activities and amendments will be presented to RHA's Resident Advisory Board on January 25. During this meeting, residents can provide comments and/or concerns regarding each of the proposed/amended MTW activities.

H. Financials

6. **Discussion and possible approval of RHA Rebranding including:**
- **Presentation on “Opportunity Knocks Here” by April Conway, PAO**
 - **Follow up on possible changes to RHA’s Mission Statement**
 - **Follow up on potential change, or doing business as (dba), to the Authority’s name.**
- (For Possible Action)**

Public Affairs Officer April Conway provided a Power Point presentation on RHA’s new Opportunity Knocks rebranding.

7. **Discussion of Board Retreat goals and update on leadership retreat and next steps. (Discussion)**

No discussion took place. Staff will bring back additional information at February meeting.

8. **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)**

Commissioner Taylor motioned to approve agenda item eight. Chairman Aiazzi seconded the motion. After further discussion, Chairman Aiazzi called for the question. The vote was one aye, no nays. Chairman Aiazzi declared the motion failed.

9. **Discussion and possible action to approve formation of Pathways to Prosperity and Truckee Meadows Affordable Housing, both of which will be non-profit entities of RHA which will apply for 501(c)3 status, through filing articles of incorporation therefor with the Nevada Secretary of State and to approve the Bylaws for both entities of RHA. (For Possible Action)**

Chairman Aiazzi motioned to approve agenda item nine as presented.

10. **Update on the use of State of Nevada Home Means Nevada Initiative (HMNI) funds, legislative deadlines, and potential availability of additional HMNI funding for Silver Sage Apartments and John McGraw public housing. (Discussion)**

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

11. **Discussion and potential approval of changes to RHA’s Personnel Policies to provide the Executive Director with further discretion when hiring and negotiating starting salary. (Discussion)**

Item was not discussed and postponed to February meeting.

12. **Closed Session: 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:**

- a) **A potential letter of intent to Catholic Charities related to the acquisition of the Reno Ave Parcels.**

- b) **Possible future property swap of the Sarrazin Apartments for a newly constructed 60-unit apartment development by Jacobs Entertainment on a parcel immediately adjacent to the Gibson Building, on the east side of the building on W. 2nd Street, and related matters thereto.**
- c) **Possible acquisition of 205 S. Sierra Street, an existing 60-unit apartment complex in Reno, and related matters thereto.**
- d) **Update on Post Closing Agreement with Paradise Retail I, LLC, for APN 031-012-40, otherwise known as Parcel 4-B as shown on Parcel Map No. 5306 in the Paradise Plaza Shopping Center.**
- e) **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:

- 13. **Discussion and possible approval of a letter of intent to Catholic Charities for the acquisition of property known as the Reno Ave Parcels. (For Possible Action)**

Item was not discussed and postponed to February meeting.

- 14. **Discussion and possible approval of a letter of intent for a future property swap of the Sarrazin Apartments for a newly constructed 60-unit apartment development by Jacobs Entertainment on a parcel immediately adjacent to the Gibson Building, on the east side of the building on W. 2nd Street, and related matters thereto. (For Possible Action)**

Commissioner Taylor motioned to direct the Executive Director and with legal counsel to finalize and execute a letter of intent in the form of an option agreement subject to the items presented by staff, as modified by the Chairman, solidifying 65 units as opposed to 62. 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.

- 15. **Discussion and possible directions to staff regarding 205 S. Sierra Street, Reno, and related matters thereto. (For Possible Action)**

Item was not discussed and postponed to February meeting.

- 16. **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, March 26, 2024; and Tuesday, April 23, 2024 (For Possible Action)**

17. 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.

16. Adjournment. (For Possible Action)

The meeting adjourned at 1:29 pm.

