

**MINUTES OF THE REGULAR MEETING  
HOUSING AUTHORITY OF THE CITY OF RENO  
BOARD OF COMMISSIONERS  
July 23, 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, July 23, 2024, in the Agency's Boardroom.

**Commissioners Present**

Kathleen Taylor, Commissioner (on Zoom)  
Mark Sullivan, Vice Chairman  
Mayor Hillary Schieve (on Zoom)

**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**

Dave Aiazzi, Chairman  
Dejanae Solley, Commissioner

**Staff Present (continued)**

Jeff Tenenbaum, Director of Finance  
Josh Stice, Director of IT  
Gaby Hover, Admissions Administrator  
Brenda Freestone, WAHC  
Colleen Montgomery-Beltran, Executive Administrative Assistant  
Ryan Russell, Legal Counsel

**Others Present**

Calena Long, UNR Early Head Start  
Jamie Gehrman-Selby, Director, UNR Early Head Start

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

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

Calena Long, UNR Early Head Start

Jamie Gehrman-Selby, Director, UNR Early Head Start

**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)**

Vice Chairman Sullivan noted that Item 13 will be moved to a future agenda. Commissioner Taylor motioned to approve the agenda with the change. Mayor Schieve seconded the motion. Hearing no further discussion, Vice Chairman Sullivan called for the question. The vote was 3 ayes, no nays.

- 1. Approval of the minutes of the regular Board Meeting held June 25, 2024. (For Possible Action)**

Commissioner Taylor motioned to approve the meeting minutes. Mayor Schieve seconded the motion. Vice Chairman Sullivan called for the question. All were in favor with 3 ayes, no nays. Vice Chairman Sullivan 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) Consider adoption of Resolution 24-07-01 RH authorizing the write-off of tenant accounts receivable for the Section 8 Rental Assistance Programs.**
- b) Consider adoption of Resolution 24-07-02 RH authorizing the write-off of landlord accounts receivable for the Section 8 Rental Assistance Programs.**
- c) Consider adoption of Resolution 24-07-03 RH authorizing the write-off of vacated tenant account receivables for the Low-Rent Public Housing Program.**
- d) Consider adoption of Resolution 24-07-04 RH authorizing the write-off of vacated tenant account receivables for the unaided properties. (For Possible Action)**

With Commissioner Taylor's request for further information on Item C of the Consent Agenda, Legal Counsel Ryan Russell suggested the item be pulled before a move on the motion is made.

Commissioner Taylor motioned to approve the Consent Agenda with Item C removed. Vice Chairman Sullivan seconded the motion. Vice Chairman Sullivan called for the vote. 3 in favor, no nays. The motion carried.

Item C: Kristin Scott, RHA's Director of Asset Management, explained the circumstances relating to the damage that was caused to a unit by a tenant and the repairs that were required that cost \$16,990.52.

After careful consideration, Commissioner Taylor motioned to approve Item C of the Consent Agenda. Vice Chairman Sullivan seconded the motion and called for the vote. 3 in favor. No nays. Vice Chairman Sullivan declared the motion carried.

### **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:

- The Dick Scott Manor Ribbon Cutting ceremony date was moved to August 15 at 10am. Invites to the commissioners were to go out in a day or two. RHA received much support from funders and some community foundations, as well as from KOLO 8, for this project. RHA is working with the VA to go through the eligibility and lease-up process and anticipate tenants to move in within a few weeks.
  - Vice Chairman Sullivan mentioned that he has a calendar conflict on the 15<sup>th</sup> and will not be present for the Ribbon Cutting ceremony.
- HUDs Principal Deputy Assistant Secretary is scheduled to visit Reno on August 29<sup>th</sup>. There may be an opportunity for a lunch or meeting with the Board.
- RHA's Executive Director, Dr. Hilary Lopez, acknowledged and thanked the Board for the funding for RHA's events committee. The committee took the lead in working with the executive team on a Staff Appreciation Event at the Aces Stadium.
- RHA's Director of Development, JD Klippenstein, will be moderating the Nevada Housing Coalition's Lunch and Learn and its housing policy update and discussion that will take place on July 24<sup>th</sup> at noon.
- Executive Director Lopez was asked to sit on a panel that will take place at the Housing Coalition's Policy Forum on Thursday in Sparks. She and Director

Klippenstein will be assisting the Housing Coalition with different policy items. The Housing Coalition will be hosting their next meeting in Sparks, and that will be October 16th and 17th.

- **Rental Assistance:**

In terms of RHA's voucher programs, they are holding in a similar percentage as last month for numbers leased. HUD is releasing more VASH vouchers. RHA submitted an expression of interest to HUD to potentially receive additional VASH vouchers.

RHA also reopened the City of Sparks Eviction Prevention Program and already has received over 10 applications.

RHA has formally transferred the Homeless Prevention Program from Washoe Affordable to RHA and we have over 5 applications.

- **Resident Services:**

We have been sending several youth to attend summer camp at Sierra Nevada Journey's each week and will be sending another group of youth next week pending fire conditions.

We are continuing to open our golden groceries pantry twice a month, and on average, we're serving about 50 senior residents each time. We may open it an additional time in August to coincide with Mr. Monocchio's visit from HUD if that can be coordinated.

Executive Director Lopez informed the Board that RHA has the one book that was distributed that recapped our major programs, that's being done on an alternating year basis. RHA publishes a resident newsletter that hits highlights and then an employee newsletter, once a quarter that also just hits highlights.

- **Development:**

In addition to the significant updates on development department activities, there's still news coverage on the Hawk View relocation. RHA and Housing To Home are working with tenants as much as possible to ensure that everyone is being relocated to safe, sanitary, affordable housing that meets their household needs, and will continue to do that until all households are relocated.

Despite some news reporting, Executive Director Lopez assured the Board that RHA and Housing To Home are actively working to do as much as possible to assist the residents with successfully relocating. Commissioner Taylor offered her assistance if the Board can do anything to help. RHA's Director of Development,

JD Klippenstein, expressed his confidence that the middle of August deadline to have the residents relocated will be met.

- **Information Technology:**

RHA is coordinating with the Downtown Library on a date to hold a Ribbon Cutting ceremony when the new kiosk is placed at that location and have it available to the public.

- **Finance:**

We have the same issue as last month where we have reserves or other funding that are showing as income and then flowing through the budget as expenses. While we show that we have over \$9 million in surplus, a lot of those funds as identified last month are already obligated to different projects.

Legal Counsel Ryan Russell suggested that when RHA selects a Public Information Officer (PIO), someone with policy experience would be ideal.

**5. Discussion and possible approval of Resolution 24-07-05 RH approving the closing of financing on approximately \$70 million in federal, state, and private sources for the rehabilitation of Silverada Manor. (For Possible Action)**

RHA's Director of Development, JD Klippenstein, explained that this item is a comprehensive authorizing resolution related to our Silverada Manor projects, for both the financing and construction of it. This is a requirement of HUD for the RAD process that we have been repositioning Silverada through.

After discussion, Vice Chairman Sullivan called for a motion. Commissioner Taylor motioned to approve the resolution as presented. Mayor Schieve seconded the motion. With 3 ayes and no nays, Vice Chairman Sullivan declared the motion carried.

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

A brief description was presented by RHA's Executive Director, Dr. Lopez, of the loan and terms. Dr. Lopez indicated the terms were comparatively similar to the predevelopment loan approved by the Board last year for Silverada Manor. After Vice Chairman Sullivan called for questions and there being none, Vice Chairman Sullivan called for a motion. Commissioner Taylor motioned to approve. Mayor Schieve seconded the motion. The motion passed unanimously with 3 ayes and no opposition.

**7. Discussion and possible action to approve Plenium Builders' Guaranteed Maximum Price Proposal for the John McGraw Court Rehabilitation Project in the amount of \$3,879,457. (For Possible Action)**

RHA's Director of Development, JD Klippenstein, suggested Items 7 and 8 be opened simultaneously as the items are related. Vice Chairman Sullivan agreed.

**8. Discussion and possible action to approve Plenium Builders' Guaranteed Maximum Price Proposal for the Silver Sage Apartments Rehabilitation Project in the amount of \$2,105,848. (For Possible Action)**

RHA's Executive Director, Dr. Lopez, explained for public reference, the reason that RHA is asking to consider the two items together is because the two properties are adjacent to each other. However, RHA has separate budgets for the projects because John McGraw is a public housing project and Silver Sage is not.

Upon approval of Plenium's GMP, RHA would then move to execute a construction contract with Plenium and that contract would be brought to the Board next month.

After careful consideration, Commissioner Taylor motioned to approve Plenium Builders' guaranteed maximum price proposal for John McCaw Court rehabilitation project in the amount of \$3,879,457 and Plenium Builders guaranteed maximum price proposal for Silver Sage Apartment's rehab project in the amount of \$2,105,848. Mayor Schieve seconded the motion. Vice Chairman Sullivan called for the vote. 3 in favor, no nays. Vice Chairman Sullivan declared the motion carried.

**9. Discussion and possible approval of changes to the rent and starting date for the previously approved new lease terms between UNR Early Head Start and RHA for the Sage Street facility. (For Possible Action)**

The UNR Early Head Start staff had anticipated that some interim financing would be available to cover program costs at Sage Street until the grant awards for the additional funding they requested from Head Start were made. However, the interim funding wasn't released, and the awards have not yet been made. In order to continue operations at the Sage Street facility, the staff asked if RHA would consider extending the lease further under the prior terms, which were the \$600 gross rent per month, and do that for a minimum of three months, August to October, which is within the period of time that they believe grant awards will be announced. If that funding is not awarded by November 7, UNR can provide a 30-day notice of their intent to vacate the Sage Street facility. If they haven't heard about funding by that point, then UNR could potentially come back for further extension, or if the funding was not awarded, they may issue their intent to vacate.

Chairman Aiazzi had previously asked if there is the potential to use the grant that the Board had awarded to help support operations at Sage Street to continue providing child care at that site. Staff is looking into this.

Commissioner Taylor motioned to approve the rental changes between the UNR Early Head Start and RHA for the Sage Street facility. Mayor Schieve seconded the motion.

Legal Counsel, Mr. Russell, suggested the motion be to delay implementing the previously approved revised lease and grant agreement, and extend the current agreement for three months.

Commissioner Taylor and Mayor Schieve agreed to the changes in the motion. Vice Chairman Sullivan called for the vote. 3 ayes, no nays. Vice chairman Sullivan declared the motioned carried.

**10. Discussion and possible appointment of a new Director for RHA's non-profit affiliate Pathways to Prosperity's Board of Directors from the pool of applicants. (For Possible Action)**

RHA's Executive Director, Dr Lopez, explained that RHA did receive two applications from applicants Kellie George and Diaz Dixon. Both of them meet the requested requirements and both have a strong background in nonprofit management and community programs. Dr. Lopez indicated for the record that both applications were received outside of the application period, but no other applications were received. The Board is being asked to select a director from the two applicants.

Mayor Schieve motioned to select Diaz Dixon. Commissioner Taylor seconded the motion. With no further discussion, vice Chairman Sullivan called for the vote. 3 ayes, no nays. Vice Chairman Sullivan declared the motion carried.

**11. Discussion and possible appointment of a new Director to RHA's non-profit affiliate Truckee Meadows Affordable Housing's Board of Directors from the pool of applicants. (For Possible Action)**

RHA has received one application from Eaton Dunkelberger expressing interest in that appointment. Mr. Dunkelburger's application was forwarded to the Board. His application meets the requested requirements.

In response to the Vice Chairman's question concerning Mr. Dunkelberger's potential conflict of interest, Legal Counsel Ryan Russell suggested putting out a mitigation plan for any conflicts, outline some of those potential conflicts and mitigate

any issues. If the conflict is to the level of requiring abstention, then Legal Counsel would advise.

Mayor Schieve motioned to approve Mr. Dunkelberger to serve on the Truckee Meadows Affordable Housing Board for the at-large position. Vice Chairman Sullivan seconded the motion. Hearing no further discussion, Vice Chairman Sullivan called for the vote. All were in favor with 3 ayes, no nays. Vice Chairman Sullivan declared the motion carried.

**12. Discussion and possible approval of \$150,000 grant of Emergency Housing Voucher (EHV) Service Fee to Washoe County for Tenancy Support Services to assist EHV holders transition from homelessness to stable housing. (For Possible Action)**

In addition to the regular administrative fee and HAP funding that was provided with a voucher allocation, HUD provided a service fee allocation with the Emergency Housing Vouchers (EHV). The intent of the service fee was to assist the EHV voucher holders in identifying units, getting leased in those units, and providing services to help maintain that stable housing. RHA currently has leased all of those units. RHA has been using the fees for deposit assistance, paying utility arrears, application fees, and at this point, the Housing Authority has \$215,730 remaining service fee. RHA would like to grant \$150,000 to Washoe County Human Services Agency to provide tenancy support services.

After careful consideration, Mayor Schieve motioned to approve. Commissioner Taylor seconded the motion. After some discussion, Vice Chairman Sullivan called for the vote. All three in favor, no objections. The motion carried.

**13. Discussion of the proposed performance evaluation tool for Board use in evaluating the Executive Director. (Discussion Only)**

It was agreed that this item will be moved to a later date.

Mayor Schieve announced that she must leave the meeting at 12:55pm.

**14. Overview and presentation on the Reno Housing Authority's Admissions Department by Gabrielle Hover, Administrator. (Discussion Only)**

Presentation given by RHA's Gabrielle Hover, Administrator of the Admissions Department.



**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, August 27, 2024; and Tuesday, September 24, 2024. (For Possible Action)**

No additional items were discussed.

**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.**

Vice Chairman Sullivan declared the meeting adjourned at 1:15pm.