

**MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
August 27, 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 12:10pm on Tuesday, August 27, 2024, in the Agency's Boardroom.

Commissioners Present

Dave Aiazzi, Chairman
Mark Sullivan, Vice Chairman
Kathleen Taylor, Commissioner
Dejanae Solley, Commissioner (on Zoom, exited meeting at 1pm)

Commissioners Absent

Mayor Hillary Schieve

Staff Present

Dr. Hilary Lopez, Ph.D., Executive Director
Darren Squillante, Director of HR
JD Klippenstein, Director of Development
Kristin Scott, Director of Asset Management
Jeremy Stocking, Director of Resident Services
Simona Parton, Senior Accountant
Brenda Freestone, WAHC
Colleen Montgomery-Beltran, Executive Administrative Assistant

Staff Present (continued)

Alondra Prado, Rental Assistance Administrator
Crystal Washburn, Rental Assistance Administrator

Ryan Russell, Legal Counsel

Others Present

Workforce Development Coordinators:
Carmina Buenaventura
Karina Villasenor

Rosaura Lemus Vivar, Resident & Workforce Development graduate

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

- **Call to order and roll call.**

- **Introduction of guests.**

- **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)**

With no request to move agenda items, Vice Chairman Sullivan motioned to approve the agenda. Commissioner Taylor seconded the motion. Hearing no further discussion, Chairman Aiazzi called for the question. All were in favor with 4 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. Vice Chairman Sullivan seconded the motion. Chairman Aiazzi called for the question. Chairman Aiazzi declared that he would abstain from voting because he was not present at the June 25, 2024, meeting. The vote was 3 ayes, no nays.

- 2. Presentation by Jeremy Stocking, Director of Resident Services, to Rosaura Lemus Vivar and Dejanae Solley, Workforce Development graduates. (Discussion)**

Carmina Buenaventura and Karina Villasenor, RHA's Workforce coordinators, presented Commissioner Dejanae Solley (remotely) and resident Ms. Rosaura Lemus Vivar with checks for the money in their escrow accounts that they earned while in RHA's FSS program in recognition of their graduation from the program.

- 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)**

None

4. Commissioner Reports. (Discussion)

None

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

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

- The US Department of Housing and Urban Development's Principal Deputy Assistant Secretary (PDAS) for Public and Indian Housing, Mr. Monocchio, will be visiting RHA on August 28. As part of his visit, we'll be touring several of our development and public housing projects and then meeting with Mr. Monocchio and his staff to discuss some topics of interest related to MTW, as well as public housing authorities in general.
- The Grand Opening and ribbon cutting ceremony for Dick Scott Manor was on August 15 and was well-attended by members of the board, Senator Jackie Rosen, Dick Scott's family, and many others. RHA continues to work with the Veterans Administration Office to fully lease all the units. 11 of the 12 units are leased and the last one is expected to be leased by the end of the month.
- RHA unveiled our new service kiosk at the Downtown Reno Library on August 9. This is a new and innovative way to expand opportunities for our customers and clients to access and submit forms to the Housing Authority, providing an opportunity for RHA's services to more accessible to the community even after hours and weekends when the office is closed. A service kiosk is already installed in RHA's main office lobby.
- We are continuing to work with HUD to design a potential direct rental assistance demonstration program with intent to bring a design framework to the Board for discussion and feedback next month.
- Executive Director Lopez will be at the PHADA legislative forum in September and is setting up meetings with federal representative staff to provide some updated information on all of the good things happening at RHA and the ways that HUD funding really benefits our community.
- On September 9, Heidi will be giving a presentation to the Community Homeless Advisory Board, providing an overview of RHA, our new programs, our housing and our expanded partnerships within the region.

- RHA is working to organize and schedule a candidate open house. This event would be for any incumbents or local state or local candidates to learn about the housing authority and all of the good things that we're doing in the community and in their wards.

Rental Assistance:

- RHA has reopened the City of Sparks' eviction prevention program. RHA already received applications and approved 34 of those applicants for a total assistance of just over \$172,000 or 12% of the funding.
- RHA has now fully transferred its homeless prevention program to the main office, and as of August 20, have approved seven applications for total assistance and just over \$15,000 and is still waiting to hear back from the state housing division as to RHA's new application for additional funding in terms of updates on resident services.

Resident Services:

- One of RHA's short term goals is to provide at least one new Health and Wellness related workshop or activity for our senior and non-elderly disabled residents throughout the year. Resident Services has partnered with UNR on Grow Your Own Microgreens workshops.
- RHA had the last of the youth attend and return from summer camp now that the school year has begun.
- The Back to School event that took place at Trainer Middle School was a success. Raising Canes brought in backpacks and supplies, and RHA was able to purchase needed items with our budget. Some of our partners provided vouchers for free haircuts and other items. Approximately 88 families, most of which were RHA residents or clients, and other community households, that encompassed approximately 260 students who received backpacks, school supplies, food vouchers, and other supplies.
- RHA worked with REMSA to provide a free car seat inspection here at Mineral Manor on August 17.

Public Affairs:

- RHA is still searching for a new PIO.

Development:

- JD Klippenstein, RHA's Development Director will provide a full quarterly update on the development projects next month.

- The Silverada Manor project is currently delayed. Brinshore, our master developer and development partner, is working on contract negotiations with Pavilion for the construction contract. As a result, we are being pushed past our initial August closing. If Brinshore is unable to resolve the issues with Pavilion, they would go back out to bid next week and make a final selection by late September, which would then push closing out to October. If negotiations are successful, then the project would just be delayed a few weeks and still allow us to close in September. If Brinshore did have to go back out to bid, we would still be aiming to close before the end of the year, which is what we need for our Home Means Nevada initiative funds.
- We are nearly complete with the relocation of the residents at the Hawk View site and anticipate being fully vacant by the end of the week.
- RHA successfully closed on the purchase of the Reno Avenue property yesterday, and should be getting the keys in the next day or so, so that we could then officially get into the property and start looking at time frames and pre-development.
- RHA is working with CloudTen on a CIP.
- RHA received four proposals for eviction prevention services and selected two. They were notified yesterday and will be moving to contracting. Being a smaller contract amount, it will not be brought to the Board. The Board has asked RHA to focus on referrals from RHA, rather than paying for referrals from the broader community. Therefore, RHA changed the way we're paying to be on a per referral basis.

MTW:

- HUD publishes a total development cost for each community in an annual basis. What we're finding is the cost that they're publishing doesn't align with what we're seeing development cost is when we're going out to bid, and so it's restricting how much MTW reserves or other HUD funding we could put into the project, which then limits what we could do with development. As a collaborative, we're working with HUD to come up with a process where you could submit data that identifies, based on recent projects and competitively bid cost, the total development cost needs to be higher. Then there's a waiver process that we could go through to get that approved by HUD

Resident Services:

- The Resident Services team has been looking at techniques to spark interest and strategies to encourage resident participation in the Resident Councils.

6. Discussion and possible approval to enter into a contract for up to \$3,879,457 with Plenium Builders for General Contract Services for the John McGraw Court Rehabilitation Project. (For Possible Action)

RHA's Director of Development, JD Klippenstein, explained that the construction contract with Plenium Builders is for the John McGraw Court rehab project. Last month, Plenium's guaranteed maximum price, their GMP, came forward as \$3,879,457, and that was approved by the Board. This contract reflects the same price with the terms and conditions. It's a standard AIA contract, and it reflects the same terms that we had for the Dick Scott Manor project. If the board approves the contract, Plenium would like to start site work as early as the middle of September at John McGraw Court.

After discussion, Chairman Aiazzi called for a motion. Commissioner Taylor motioned to approve the resolution as presented. Vice Chairman Sullivan seconded the motion. With no further questions, Chairman Aiazzi called for the vote. With 4 ayes and no nays, Chairman Aiazzi declared the motion carried unanimously.

7. Discussion and possible approval to enter into a contract for up to \$2,105,848 with Plenium Builders for General Contract Services for the Silver Sage Court Rehabilitation Project. (For Possible Action)

RHA's Director of Development, JD Klippenstein, explained that this is exactly the same as Item 6. It's just for Silver Sage Court, which is on the same site and will be coordinated very much like the same project, but it is not public housing. For accounting and funding purposes, we are keeping the project separate. Contractually, we'll account for the costs separately, but same exact terms, and the amount is the same amount that was brought forward in the GMP last month.

After Chairman Aiazzi called for questions and there being none, Chairman Aiazzi called for a motion. Vice Chairman Sullivan motioned to approve the contract with Plenium Builders. Commissioner Taylor seconded the motion. Chairman Aiazzi called for the vote. The motion passed unanimously with 4 ayes and no opposition.

8. Discussion and possible approval to enter into a contract for up to \$490,796 with Housing To Home for relocation assistance and services and relocation expenses associated with the John McGraw rehabilitation project. (For Possible Action)

RHA's Director of Development, JD Klippenstein, explained that this item is related to the relocation services contract that RHA is proposing to enter into with Housing To Home, which is the firm we have worked with for the Hawk View Apartments and Silverada Manor projects. Housing To Home was selected out of an RFQ back in March 2023 based on qualifications. They have put a proposal in for each of the projects and RHA is moving forward on a project by project basis, via proposal. In this proposal, there are two items. There is a staffing and then relocation expenses.

After some discussion, Chairman Aiazzi asked for questions or a motion. Vice Chairman Sullivan motioned to approve entering into a contract with Housing To Home for relocation assistance. Commissioner Taylor seconded the motion. Chairman Aiazzi called for the vote. The motion passed with 3 ayes and no nays. (Commissioner Solley excused herself from the meeting at 1pm and was not present to vote on this item).

9. Discussion and possible approval to enter into a contract for up to \$190,920 with Housing To Home for relocation assistance and services and relocation expenses associated with the Silver Sage Apartments rehabilitation project. (For Possible Action)

RHA's Director of Development, JD Klippenstein, explained that this item is the same as Item 8, but for Silver Sage Apartments and with separate accounting.

Vice Chairman Sullivan motioned to approve entering into a contract with Housing to Home for the Silver Sage Apartments rehabilitation project. Commissioner Taylor seconded the motion. With no further discussion, Chairman Aiazzi called for the vote. The vote carried unanimously with 3 ayes, no nays.

10. Discussion and possible direction to staff regarding potential budgets and scopes of work for the Paradise Plaza Rehab Project. (For Discussion Only)

Chairman Aiazzi expressed his desire to make clear that he felt there were more than four options in this discussion. There are the four different scopes of work and budgets, but there is also the option to not move forward with this project and that RHA owns this building. Legal Counsel, Mr. Russell, clarified that if the Board wished to discuss possible action to unwind the deal, sell the property, if the project is no longer attractive, those options are available, but would require a subsequent agenda item and likely a closed session.

The four floor plans and possible uses of the property were discussed at length. Ultimately, it was agreed that the purchase agreement would be recirculated among

the Board and a date for a Special Closed Session Meeting to discuss options would be set for mid-September. Phase two, the abatement, is held off until further discussion can be had and the Board has given direction.

11. Discussion to determine desire for a 2024 Board retreat and potential selection of date. (Discussion Only)

After a thorough discussion, it was agreed to check the bylaws for any requirement for a Board Retreat in December and receive an update in September or October.

12. 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.

13. 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

14. Adjournment.

Chairman Aiazzi declared the meeting adjourned at 1:47pm.