

Notice of Public Meeting  
of the  
Nevada Rural Housing Authority Board of Commissioners

The Nevada Rural Housing Authority ("NRHA") Board of Commissioners will conduct a public meeting on May 18, 2017 beginning at 10:00am by teleconference at (888) 585-9008; Participants need to enter 357186700 to join the conference call.

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NOTICE

1. Items may be taken out of order;
2. Two or more items may be combined;
3. Items may be removed from the agenda or delayed at any time;
4. Public comment is limited to 3 minutes per person. Comment cannot be restricted based on viewpoint.

Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. Please call the number listed in advance so that arrangements for attendance may be made, (775) 887-1795.

Public comment is limited to 3 minutes per person.

## AGENDA

Action may be taken only on those items denoted for possible action, designated by an asterisk “\*”.

1. **Call to Order and Roll Call**
2. **Pledge of Allegiance**
3. **Public comment and discussion:** No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.
4. **\*For Possible Action\*: Approval of minutes from prior meetings:**
  - a) Board Meeting Minutes from April 20, 2017
5. **\*For Discussion and Possible Action\*:** Approval of the NRHA Rural Housing Authority Purchase Policy and Procedures Manual
6. **\*For Discussion and Possible Action\*:** Approval of Updated Agreement with Mosaic Partners
7. **\*For Discussion and Possible Action\*:** Approval to negotiate with Bypass Properties, LLC on possible purchase of 680 Hot Springs Road, Carson City, NV for building site.
8. **\*For Discussion and Possible Action\*:** Appointment of new NRHI Board members.
9. **For Discussion:** Updates from Deputy Director
  - a) Community Development presentations in Mineral County, North Lake Tahoe Leadership Group
  - b) Met with Mesquite City Council re: development of an MOU
  - c) Physical reconfiguration of the CDG
  - d) Report on SB5, SB417, SB183
  - e) PABC allocations are out; met with Kristin Clark
10. **For Discussion:** Updates from Executive Director – No Updates
11. **Date of next meeting:**
  - a) In-Person Meeting – June 15, 2017 at 1:30 pm.
12. **Public comment and discussion:** No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.
13. **Adjournment:**

Members of the public can request copies of the supporting material for the meeting by contacting Sherry Wood at (775) 887-1795 ext. 129 or email [swood@nvrural.org](mailto:swood@nvrural.org).

This Agenda has been posted at the following locations:

NRHA Website Home Page, under Events: [www.nvrural.org](http://www.nvrural.org)

Nevada Public Notice Website: <https://notice.nv.gov/>

Government: Special Districts

Entity: Nevada Rural Housing Authority

Public Entity: Nevada Rural Housing Authority

NRHA Main Office: 3695 Desatoya Drive, Carson City, NV. 89701

NRHA Las Vegas Office: 3685 Pecos-McLeod, Las Vegas, NV 89121

Weststates Property Management: 106 W. Front St., Elko, NV. 89801

## MINUTES

### 1. **Call to Order and Roll Call**

Meeting called to order at 10:00am on May 18, 2017.

Board member attendees: Rose Cook, Roger Mancebo and Joni Eastley (via telephone). Willis Swan is absent.

In attendance from NRHA: Gary Longaker, William Brewer, Tammy Lancaster, Stacey Sept, Ernie Adler, and Sherry Wood (in-person), Morris Hatley and Sheri Woodsgreen (via telephone).

### 2. **Pledge of Allegiance**

### 3. **Public comment and discussion:**

### 4. **\*For Possible Action\*: Approval of minutes from prior meetings:**

a) Board Meeting Minutes from April 20, 2017

Mancebo moves to approve board meeting minutes from April 20, 2017. Eastley seconds. Motion carries unanimously.

### 5. **\*For Discussion and Possible Action\*: Approval of the NRHA Rural Housing Authority Purchase Policy and Procedures Manual**

Adler states that the policy is a bit long but states it is okay.

Lancaster indicates she has a few small changes that are made to the policy after speaking with Rose. She states the changes were made on page 3 item 4 at the bottom. Last line "services are address" should say services are addressed". Page 4 item 9 is removed. Page

10 and 11, item 10 and item 13 were duplicated. Therefore, item 10 was removed and replaces the previous item 13. Page 12, item 7 at bottom page should read “Board of Commissioners not Commissioner”. Page 13, item B at top of page instead of “change order request” should read “each change order request”.

Cook asks for clarification about page 4 of 15 the first item, the last sentence. Lancaster states she did add the word “that”. So it now reads, “A formal invitation to bid must include the time, place for bid receipt and opening and a description of the goods or services. The date/time ‘that’ bids will no longer be accepted may also be designated.” In other words that can set an expiration.

Eastley moves to adopt the NRHA Rural Housing Authority Purchase Policy and Procedures Manual with changes explained by Lancaster. Mancebo seconds. Motion carries unanimously.

6. **\*For Discussion and Possible Action\*:** Approval of Updated Agreement with Mosaic Partners.

Longaker states that he has already spoken with board about the modifications and reduction in fees and services Lisa has provided. He asks the board if anyone has questions. There are no questions from the board.

Eastley moves to approve updated agreement with Mosaic Partners. Mancebo seconds. Motion carries unanimously.

7. **\*For Discussion and Possible Action\*:** Approval to negotiate with Bypass Properties, LLC on possible purchase of 680 Hot Springs Road, Carson City, NV for building site.

Brewer discusses sites for NRHA property to build a building on. We have located a site that would meet our needs and would be on a bus route which would be helpful for our clients. He states the board has information for that site in their packets. Looking for approval to enter into negotiations to put a bid on the site or enter into an agreement to purchase based on several contingencies. He introduces Jack White.

White, states that the only thing to consider on this particular site is that we went through a due diligence on this site. We looked at 7 different land sites all of which had the capacity to handle the size building we felt NRHA would need. We have spoken to a number of brokerage groups. Only a couple in the area that are in commercial real estate. We like this site because of access and location. The site also provided us with the ability to divide the site, with the strongest opportunity to recoup a big portion of our land cost (upwards of 80%) with the potential sale to a fast food restaurant type of operation that would be on part of one of the parcels.

Two key issues: It would have to be converted from multifamily to two commercial ratings. One for office and the other for food retail. Jack has met with city planning and they have seen this model and are comfortable that they would rezone the lot with what we are requesting. However, it will take 90 days because we are downgrading the zoning from multi-family to commercial. It will take another 30 days because going to commercial from residential changes the master plan. It affects the city’s master plan which requires a second hearing with city council and planning. Jack states he has met with Lee Plemel and Mr. Plemel is 100% behind what has been proposed.

Eastley asks why it would be a downgrade. White states it is based on density and highest use.

White states that commercial property does sell at a higher rate per square foot than residential/multi-family would. Normally, we would require the owner of the lot to secure the rezoning. He recommends that it is in our best interest to take on the rezoning of the lot. We have a relationship with the city that the owner does not have and we would have control of changing the zoning while having negotiated the price based on the multi-family land value.

He informs the board that we should proceed quickly as sites are limited and prices are going up.

Brewer states we would not begin negotiations at full list price. White states we would make a respectable offer lower than the list price which is \$795,000. Eastley asks if we would offer at \$715,500. White and Brewer both state that we would begin at \$715,000 and it may go up from that.

There was further discussion around the property.

Mancebo asks what the problems would be if we re-zone to commercial. White states he addressed this in his discussion with City Planning. City Planning believes it will be fine. Lee Plemel will know this best. White goes into further explanation.

Further discussion ensues about the property.

Cook asks what the timing on doing the rezoning is. Are we planning to acquire the land and then go after the rezoning? White states we do not want to buy something and then zone it. Our offer would be contingent on the zoning meeting our need of the use of it. In our contract of purchase we would clearly say, "these our challenges". He recommends we take on the zoning initiative rather than the seller.

White states we would put a deposit down that would be recoverable. If we did not get the zoning done we would limit the discovery period. There are a few issues we would have to deal with in discovery. Agreement would simply be we would put up a deposit that would be subject to full reimbursement if we do not consummate the deal within the next 5 months.

Brewer states that within the next 30 days we will negotiate a price and work on a potential purchase and sale agreement that we present to the board at the next meeting.

Cook asks if it is extremely expensive to go through re-zoning processes. White states he does not know what actual costs would be, but he thinks it is probably not that much. Eastley states it is just the application fee and the possible public protesting the rezoning of the location.

Cook does state for the record that she does know the owner of the property on a social basis. She has no business contacts with the recorded owner. Should she recuse herself? Adler states there will be no issue.

Eastley moves to authorize NRHA to negotiate with Bypass Properties, LLC on purchase of 680 Hot Springs Road, Carson City, NV for building. Mancebo seconds. Motion carries unanimously.

8. **\*For Discussion and Possible Action\*:** Appointment of new NRHI Board members.

Brewer proposes the appointment of new board members for NRHI. We moved NRHA board in that position due to deterioration of NRHI board. We would like to take NRHA board out of leadership position. He proposes 3 board members as follows: Rob Hooper, from Northern Nevada Development Authority, Sheri Woodsgreen from Wise Ventures and Rose Cook, Chairman of the NRHA board.

There is a filing coming up that we need to file with Secretary of State that indicates who our board members are. We would like to get our board members nominated today.

Eastley moves we make those appointments. Mancebo seconds. Motion carries unanimously.

9. **For Discussion:** Updates from Deputy Director

- a) Community Development presentations in Mineral County, North Lake Tahoe Leadership Group. We have been receiving our updated market studies for all the different markets that have been identified in Nevada. We have let that be known throughout the state and have been making presentations in several communities. We also met a couple of months ago with Douglas County and have been contacted this week requesting we come and visit with them for additional work and a potential MOU with them. Also talking with Boulder City to schedule a time to come make a presentation. Will also be going back down to Mesquite. Study information is being well received by the communities we have visited.
- b) Met with Mesquite City Council re: development of an MOU. We are modifying our draft MOU so that it can be of use to us and in agreement with the city of Mesquite. Will be revisiting with them in next couple of weeks to finalize that.
- c) Physical reconfiguration of the CDG. We are going to modify some of our space to allow our staff to conduct our business more freely without interfering with each other while they talk. Plans are in the packet. Costs will not be excessive. Longaker states Brewer has already developed a draft specifying on where Community Development Group is going to go and how it is going to be formed. White and Longaker will review shortly.
- d) Report on SB5, SB417, and SB183. – No updates
- e) PABC allocations are out; met with Kristin Clark. This year's PABC allocations have come out for a total of \$305 million and Diane her staff

have created letters for all cities and counties. Brewer, Arvizo and Longaker will be meeting with all the cities and counties to ask for their allocations.

10. **For Discussion:** Updates from Executive Director – No Updates
11. **Date of next meeting:**
  - a) In-Person Meeting – June 15, 2017 at 1:30 pm.  
Longaker request that the June 15<sup>th</sup>, 2017 meeting be moved to June 22, 2017 at 1:30pm. He offers to change to 10:00am in the morning. Eastley defers to what the rest of the board wants. Mancebo states he would like to have in morning. It is agreed that the June 15<sup>th</sup> board meeting is moved to June 22<sup>nd</sup> at 10:00am.
12. **Public comment and discussion:**
13. **Adjournment:** Mancebo moves to adjourn. Eastley seconds. Motion carries unanimously. Meeting adjourned at 10:45am.