

**NEVADA RURAL HOUSING AUTHORITY**  
**JUNE 21, 2018 BOARD OF COMMISSIONERS MINUTES**

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

**Present From the Board:** Rose Cook, Roger Mancebo, and Luwanna Ferguson (In-Person); Joni Eastley (Via Phone)

**Present From NRHA:** Tiffany Hornsby, Jeni Rios, Grant Brewer, Beth Dunning, Jen Nash, Jess Stalnaker, Jen Percivalle, Lourdes Zuniga Peres, Melanie Evans, Angela Ogletree, John Alphson, Stacey Septs, Bill Brewer. Also, present Scott Riffle (George K. Baum), Peter Krueger (Capitol Partners), Katie Coleman (KPS3), Ernie Adler (counsel).

2. **Pledge of Allegiance**

3. **Public comment and discussion:** There was no public comment

**Consent Agenda**

4. **Approval of minutes from prior meetings:**

- a) Board Meeting Minutes from April 19, 2018

5. **Consultant Quarterly Reports:**

- a) Quarterly Report on Grant activity – (Lisa Ruiz-Lee - Mosaic Partners)
- b) Quarterly Report on Multi-Family Development – (Jim Shaw)

Eastley moved to approve items 4 and 5 under the consent agenda; Mancebo seconded; motion carried unanimously.

**END OF CONSENT AGENDA**

6. **For Discussion:** Stepping It Up Awards – Presenting: Diane Arvizo to Lourdes Zuniga and Tiffany Hornsby to Beth Dunning

7. **Consultant and Departmental Reports**

- a) Quarterly Report on Properties – (Melissa Pollender - Weststates) - Pollender presented a report to the board on all Weststates properties. She reported on the condition and occupancy rate of each property.
- b) Quarterly Report from Capitol Partners on state and federal contacts regarding NRHA business lines (Mendy Elliott) - Peter Krueger reported on behalf of Mendy Elliott on state and federal contacts Capitol Partners has made. He stated they will be in Las Vegas the week of June 25-29 interviewing candidates from both parties and telling our story. Capitol Partners attended the Committee on Workforce Housing meeting in Reno and Bill Brewer attended same in Las Vegas. Senator Ratti is a big advocate for Workforce Housing and is engaged in the process. She

chaired the interim committee. They are also looking at bonding and the possibility of working with Assemblyman Kramer to explore ways to expand the scope of NRHA as well as looking at other options. He understands finance and local government.

- c) Quarterly Report on Performance Planning and Business Development Activities – Sheri Woodsgreen (Wise Ventures). Woodsgreen updated board regarding the Realizing Opportunities for The American Dream to Succeed (R.O.A.D.S.). She stated that Rob Hooper, Executive Director of NNDA was in Washington presenting the R.O.A.D.S. program USDA-RD and HUD to elected officials and departments.
- d) Quarterly Report on Public Relations activities, SEO work and analytics and Housing Studies (Katie Coleman). Coleman addressed the board and stated the report was on activities March – May. She reviewed high level analytics and spoke about public relations activities that KPS3 has performed over last few months. Coleman also spoke about what we will be doing in the next quarter to the website to optimize searches. On the media side, KPS 3 covered the NALHFA awards and other activities that have been going on with NRHA. They have also submitted entries for Nevada Economic Development Conference.
- e) Quarterly Report on Rental Services activities (Jeni Rios). Rios presented her quarterly report on Rental Services. She noted the waiting list for housing choice program is over 2000. Because of housing shortage, we are not having much luck leasing up. Richard’s Crossing waiting list is opened on June 12, 2018. Have 2 vacancies, but property will be leased up shortly. She spoke about the housing shortage. Families are still paying over 50% of their income for rent even with rental assistance by person for a family. Majority of her participants are on Social Security or other assistance.

Cook asked about lack of rental housing and what can be done.

Rios stated that they are working on all different fronts. Here in Carson City, we are creating a landlord workshop and working with a whole housing task force and targeting potential landlords who would be willing to set aside units for our participants. They are trying to get people to come in and hear our story and hoping they will set aside units for our program. We were also successful in getting HUD to increase fee standards. She is also trying to work with HUD policy review department to find out what the parameters are that are required to do a housing study and can split it in our communities or at least the hardest hit communities. She went into further detail.

Mancebo asked if the programs involved with Richard’s Crossing are working out okay. Rios stated that she works on the rental assistance side and making sure we get the proper folks into the units. John Alphson elaborated more on Richard’s Crossing and the success rate of the programs. Brewer stated that it is going remarkably well. He said that the tenants are quite happy with the services.

Hornsby stated that we not only received our final equity installment, but we have asked for 100% of our deferred development fees because they have available cash flow.

Cook asked how long a tenant would stay at Richard's Crossing. Rios answered they can stay permanently. But the thought process was 12-18 months and they would be stable enough to move on. We are seeing that over the first 12 months. She explained further. The issue is there is nowhere to go even with a voucher now.

- f) Quarterly Report on Home Buyer Services activities (Diane Arvizo). Arvizo shared with the board that we received the NALHFA award for Single Family Housing Excellence for the second time. We were the only recipient of the award this year while in 2016 there were two agencies who received it.

She introduced Scott Riffle. Riffle then shared with the board that he was given an award at his agency for excellence. He thanked NRHA as his client for achieving excellence. Arvizo, stated we are aligned with the best in the industry.

Arvizo shared that we launched Freddie Mac options for conventional loans about a month ago. In addition to the down payment assistance that we provide, we can now offer 2 levels of closing cost grant assistance to our borrowers that are at either 50% or 80% AMI or below. We have a \$1,500.00 closing costs grant for borrowers who are at or below 80% AMI or \$2,500.00 closing costs assistance for borrowers under 50% AMI. We are getting the word out by launching the Freddie Mac Road show – "The Loan Type is Right". Will train our lenders across Nevada to understand how they can utilize our Freddie Mac option, which is exclusive to NRHA, including the closing costs incentive to help home buyers. The road show launches July 9,2018 and will go for 3-weeks.

Arvizo attended Fannie Mae HFA conference in Washington, D.C. a few weeks ago. There were some enlightening conversations with partners there. She discussed further.

She stated that 20% of our participants in the last year were Hispanic homebuyers and 20% of our homebuyers purchased manufactured homes in the last year.

June is National Homeownership month. Governor Sandoval proclaimed Homeownership Month in Nevada. We are celebrating with testimonials and have highlighted several families in Nevada. She elaborated on this further.

Also, Brewer, Evans and Arvizo have been busy traveling all over state of Nevada successfully requesting PABC transfers from our rural partners who have unused caps.

Finally, Arvizo shared the income limits for the 50% and 80% AMI. She also showed a behind- the- scenes video of a testimony from a family.

- g) Quarterly Report on Community Development activities (John Alphonson). Alphonson stated most of the information is in report. He highlighted a few key points.

\$560,000 AHP fund was awarded for Tonopah. Will affect the offset of some costs that were listed as add-ons.

Praxis has also applied for National Housing Trust Funds for \$550,000 on these projects.

Sherry Wood, Heather Simola and John interviewed a number of candidates for the Real Estate Administrative Assistant while Stacey was out. Stacey made an offer to Kathleen Eagan. She will be on board July 9, 2018.

On the Tonopah project we will have Don Boebel on site 3 days a week. James Forsberg will relieve him.

Alphonson discussed the lease for NRHA. He stated that an addendum was sent to NAI. He went into further detail.

He addressed Tahoe and the perceived notion that NRHA did not address that region in the housing report. We did look at it but got shut down. It is very hard to do a deal up there.

Cook asked when he addresses deferred development fees. What are parameters to that deferral. Alphonson gave Cook a detailed answer.

Brewer added that what you have is a finite pot of money to do repairs and pay developer fees and all the soft costs. The only elastic part of the money is the developer fees. If there is not enough money to go around it comes out of the developer fees. He discussed further.

Cook asked who came up with deferred developer fees, NRHA or Praxis. Alphonson answered that it has changed. He went into further detail. Brewer added to that discussion.

- h) Quarterly Report on Human Resources activities (Stacey Sept). Sept introduced all new team members we brought on board and discussed promotions that have taken place. She first introduced Jessica Stalnaker as Management and Jen Percivalle as Mortgage and Marketing Specialist in HAL. Each stood up and introduced themselves. Sept then introduced Angela Ogletree as Staff Accountant in Finance. Angela introduced herself. Katie Coleman was introduced as Director of Communications and Public Affairs, and she spoke about herself. Finally, Jen Nash introduced herself as Occupancy Assistant in Rental Services was also introduced.

Sept stated she recently made an offer to Kathleen Eagan for Real Estate Assistant. She will come on board July 9, 2018. She is also recruiting for 3 Occupancy Assistances.

We are pulling more feedback from staff in recruitment processes to reduce turn over by getting buy-in immediately.

Had a position change to Public Relations Officer position. The Job Description has been updated to Director of Communications and Public Affairs. This is a new position for NRHA and Katie Coleman has filled this position.

Have significant anniversaries that have occurred in May and June. She mentioned employees and years of service.

Hardware and Software update – All employees received new laptop. Monitors updated if monitors were old. Office was updated, and everyone is on same version. Adobe was updated based on need. Server was updated as well so system should be fully updated and integrated.

- i) Quarterly Report from Accounting and Finance (Tiffany Hornsby). Hornsby informed the board that we had auditors here last week and there were no findings. Will come back in August to finalize the audit.

She will be emailing an authorization policy for board to review. This will be in next month's board meeting for board approval.

The lines of credit were finalized in April. NRHA has started utilizing them for exact purpose of why we needed them. She went into detail.

The original intent was to have the budget reviewed and ready to present at this board meeting. We have done a lot on budgets and dug into costs that we have. We look at how we can continue to control costs. A lot of income we anticipate will not be occurring until possibly next fiscal year.

Dunning and Hornsby would like to set up 1-on-1 meetings with every board member to go over budgets line by line, so you have a good understanding on what is in there, what cost controlling items we put in place for the next year and how we plan to stay on track.

- j) Quarterly Report from Deputy Director (Bill Brewer)
- Update on Leadership Transition for NRHA. Brewer stated he is managing operations of agency day-to-day.
  - The Senate Committee to Study Issues Regarding Affordable Housing. Work has closed for interim committee. They will have some drafts that they are presenting to legislature in the upcoming session. One of those bill drafts will involve the definition of Affordability which tends to follow Federal definitions, but it is more explanatory in the State. Tier 1 is housing that is affordable for people who are at 60% or below of AMI. He discussed further why they chose 60%. Tier 2 is housing that is affordable for people between 60 and 80% AMI. He discussed the reasons for that as well. Tier 3 would be people between 80 and 120% of AMI which would be that workforce housing definition. Then, finally Legislation to create a state housing tax credit program. He went into further detail.
  - PABC Tour in the months of June, July and August. We are hitting all the communities that we possibly can. We are building relationships across the state.

- Update on E. Nye, LLC – Multi-Family Project. Alphson and Brewer have been working to get off the ground. We are waiting for Goldenrod to sign documents and get back to us.
- Update on Bristlecone acquisition.
- Update on Roundhouse Apartments. Steve Fraser has approached NRHA to develop a 200 plus unit project in Carson City using bond financing and 4% tax credit. It would have some benefit to Carson City and would provide some financial benefit to NRHA. Meeting with Steve Fraser, Jim Shaw and Ryan Bowen today to discuss how we might structure the project.
- TRIO Lease-to-Own. HUD has rejected their application from the California party that they have been working with. They did not give any reasons why they rejected. TRIO is working to figure out what they need to go back with a revised application to HUD. Still pursuing this program.
- Updates on work with Mesquite, Carson City, Douglas County, Fernley.
  - Mesquite wants to set up their own Housing Authority and use the \$1 million to build their own housing. We will wait for that to play out to see if we get the PABC or not.
  - Carson City - We are trying to facilitate all the affordable housing we can.
  - Douglas County – The task force work has been suspended for the time being. However, we continue to do what we can to support affordable housing in that area.
  - Fernley – We continue to do what we can to support affordable housing even though we do not have an MOU.

Brewer stated that he has re-thought the MOU process and is worried that the MOU may create some unreasonable expectations on the part of local government that we will solve their problems in the next few months.

8. **Date of next meeting:** Board Retreat in person – July 19, 2018 @ 10:00am
9. **Public comment and discussion:** There was no public comment.
10. **Adjournment:** Ferguson moved to adjourn; Mancebo seconded; motion carried unanimously. Meeting adjourned at 12:12pm.