

December 16, 2025

**Washoe Affordable Housing
Corporation**

ANNUAL BOARD MEETING

Washoe Affordable Housing Corporation

AGENDA ITEM NUMBER: 1

December 16, 2025

SUBJECT: Approval of the Agenda

FROM: President

RECOMMENDATION: For Possible Action

The Agenda is attached on the following page.

**NOTICE OF ANNUAL MEETING OF THE
WASHOE AFFORDABLE HOUSING CORPORATION
BOARD OF TRUSTEES**

TO TRUSTEES: Hilary Lopez, President
Kathleen Taylor, Vice President
Dave Aiazzi, Secretary/Treasurer
Mark Sullivan
Miguel Martinez
Dejanae Solley

MEETING DATE: Tuesday, December 16, 2025

TIME: 12:00 p.m. (Approximately)

**PLACE: Reno Housing Authority (RHA) Boardroom, 1525 East Ninth Street,
Reno, Nevada**

Persons wishing to provide public comment may participate during the scheduled meeting by commenting in person during the course of the meeting, via teleconference, or address their comments, data, views, arguments in written form to Hilary Lopez, Ph.D., Executive Director, Housing Authority of the City of Reno, 1525 East 9th Street, Reno, NV 89512-3012, Fax: 775.786.1712; e-mail address: Hlopez@renoha.org. Written submission should be received by the Board on or before, December 12, 2025, by 5:00 p.m., in order to make copies available Trustees and the public.

Below is the agenda of all items scheduled to be considered. At the discretion of the president or the Trustees, items on the agenda may be taken out of the order; the Trustees may combine two or more agenda items for consideration, and the Trustees may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. The public is advised that one or more members of the Trustees may participate in the meeting via telephone.

A G E N D A

- 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. Comment from the public is limited to three minutes per person, under these items.
1. Approval of agenda. (For Possible Action)
 2. Approval of the minutes of the Annual Board meeting held December 17, 2024 and Special Meetings held on April 22, 2025, and June 24, 2025. (For Possible Action)
 3. Discussion and possible action regarding WAHC's current contract status and anticipated contract extension. (For Possible Action)
 4. Discussion and report on HUD FY 2025 Limited Remote Annual Compliance Review. (Discussion)

WASHOE AFFORDABLE HOUSING CORPORATION

5. Discussion and update regarding WAHC's annual goals. (Discussion)
6. Discussion and update on WAHC's 1st Quarter 2026 Management Occupancy Reviews. (Discussion)
7. Discussion and updates on WAHC's organizational structure. (Discussion)
8. Additional items:
 - i) General matters of concern to Trustees regarding matters not appearing on the agenda. (Discussion)
 - ii) Old and New Business. (Discussion)
 - iii) Schedule of next meeting. The following date has been scheduled in advance but is subject to change at any time: December 15, 2026 (Annual Meeting). (For Possible Action)
9. Second 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. Comment from the public is limited to three minutes per person, under these items.
10. Adjournment.

This meeting is accessible to the hearing impaired through the RHA TTY/TDD/voice phone line (385) 770-7166. Anyone with a disability, as defined by the Americans with Disabilities Act, requiring special assistance to participate in the meeting, may contact the Trustees at the following address, at least five days in advance of the meeting in order to make arrangements, if possible, for reasonable accommodations that would enable participation in the meeting by contacting Colleen Montgomery-Beltran, Executive Administrative Assistant, Housing Authority of the City of Reno, 1525 East Ninth Street, Reno, Nevada, 89512, or by calling (775) 329-3630.

This agenda has been posted at the Washoe Affordable Housing Corporation's office located at 1004 Forest St, Reno, NV 89509 and also at the Housing Authority of the City of Reno Administrative Office, 1525 East Ninth Street, Reno, NV 89512; and further in compliance with NRS 241.020, this agenda has been posted on the official website of Washoe Affordable Housing Corporation at www.wahc.info and the Housing Authority of the City of Reno's website at www.renoha.org and the State of Nevada Public Notification website at <http://notice.nv.gov/>.

According to the provisions of NRS 241.020(5), a copy of supporting (not privileged and confidential) material provided to Trustee members may be obtained upon request made to: Colleen Montgomery-Beltran, Executive Administrative Assistant, Housing Authority of the City of Reno, 1525 East Ninth Street, Reno, Nevada, 89512, or by calling (775) 329-3630. Copies of supporting (not privileged and confidential) material provided to Trustee members may be obtained at the aforementioned address.

Dated December 11, 2025

By: Colleen Montgomery-Beltran

Colleen Montgomery-Beltran
Executive Administrative Assistant

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 2

December 16, 2025

SUBJECT: Approval of the minutes of the Annual Board meeting held December 17, 2024 and Special Meetings held on April 22, 2025, and June 24, 2025.

FROM: President

RECOMMENDATION: For Possible Action

The minutes of the Annual Board meeting held December 17, 2024 and Special Meetings held on April 22, 2025, and June 24, 2025, are on the following pages.

MINUTES OF THE **ANNUAL MEETING**
BOARD OF TRUSTEES
WASHOE AFFORDABLE HOUSING CORPORATION
December 17, 2024

The Annual meeting of the Board of Trustees of Washoe Affordable Housing Corporation (WAHC) was called to order by President Hilary Lopez at 10:45 am on Tuesday, December 17, 2024, in the Housing Authority of the City of Reno Boardroom, 1525 East Ninth Street, Reno, Nevada.

Trustees Present

Hilary Lopez, President
Dave Aiazzi, Vice President
Mark Sullivan
Kathleen Taylor

Trustees Absent

Hillary Schieve, Secretary/Treasurer

RHA Staff Present

Heidi McKendree, Deputy Executive Director
JD Klippenstein, Director of Development
Darren Squillante, Director of Human Resources
Kristin Scott, Director of Asset Management
Jeremy Stocking, Director of Resident Services
Jamie Newfelt, Director of Rental Assistance
Kim Anhalt, Moving to Work Coordinator
Brenda Freestone, Contract Administrator Washoe Affordable Housing Corporation (WAHC)
Jerri W. Conrad, Government & Public Affairs Manager
Jeff Tenenbaum, Director of Finance
Colleen Montgomery-Beltran, Executive Administrative Assistant
Ryan Russell, Legal Counsel

Others Present

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

- **Call to order and roll call.**
- **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. Comment from the public is limited to three minutes per person, under these items.**

There were no public comments.

1. Approval of the agenda. (For Possible Action)

Vice President Aiazzi moved to approve the agenda. Trustee Taylor seconded the motion. Hearing no further discussion, President Lopez called for the vote. With all ayes and no nays, the agenda was approved.

2. Approval of the minutes of the annual Board meeting held November 28, 2023. (For Possible Action)

Vice President Aiazzi moved to approve the minutes. Trustee Taylor seconded the motion. Hearing no further discussion, President Lopez called for the vote. The vote was all ayes and no nays. The minutes were approved.

3. Nomination and election of president, vice president, and secretary/treasurer. (For Possible Action)

Trustee Sullivan moved to nominate Hilary Lopez as President, Kathleen Taylor as Vice President, and Dave Aiazzi as Secretary/Treasurer. Vice President Aiazzi seconded the motion. After a brief discussion, the motion was amended to include adding a new Trustee, Dejanae Solley to the Board. Trustee Taylor seconded the amended motion. With all ayes and no nays, the motion was approved.

4. Discussion and possible changes to the personnel policy to revise Section 8.0 Employee Benefits Policy, Section 9.0 Compensation Policy, and provide other clean up. (For Possible Action)

Trustee Sullivan moved to approve the changes to WAHC's personnel policy. After some discussion, Vice President Aiazzi seconded the motion. Hearing no further discussion, President Lopez called for the vote. With all ayes and no objections. President Lopez declared the motion carried.

5. Update on US Department of Housing and Urban Development (HUD) Annual Contributions Contract (ACC) extension. (Discussion)

Brenda Freestone, WAHC's contract administrator, described the current contract WAHC has with HUD and the 12-month extension amendment that will begin on February 1, 2025, and extend to January 31, 2026. President Lopez explained that HUD has the ability to continue with the contract with six-month extensions, or HUD could, in the next year, issue a Notice of Funding Availability, which would require WAHC to reapply.

This item was for discussion only. No action was taken on this item.

6. Discussion and report on HUD FY 2024 Limited Remote Annual Compliance Review. (Discussion)

President Lopez explained that HUD had recently completed its limited annual compliance review covering the period from October 1, 2023, through September 30, 2024. Of the two findings, WAHC's staff had addressed the first by ensuring owners' requests for extension be confirmed in writing, and the other finding had already been cured. WAHC's response to the findings were to be submitted by the December 22 deadline.

This item was for discussion only. No action was taken on this item.

7. Presentation by Brenda Freestone, WAHC Contract Administrator, on Washoe Affordable Housing Corporation's duties and activities. (Discussion)

Washoe Affordable Housing Corporation's contract administrator, Brenda Freestone, provided the Board with a detailed description of WAHC's purpose, duties, activities, and described the differences between the project-based Section 8 that WAHC administers, and the voucher-based Section 8 that RHA administers. RHA's Deputy Executive Administrator, Heidi McKendree, added some clarification.

In addition, Brenda Freestone answered Vice President Aiazzi's earlier question by explaining the process WAHC follows to complete Management Occupancy Reviews (MORs), required by HUD.

This item was for discussion only. No action was taken on this item.

8. Additional items:

- i) General matters of concern to Trustees regarding matters not appearing on the agenda. (Discussion)
- ii) Old and New Business. (Discussion)
- iii) Schedule of next meeting. The following date has been scheduled in advance but is subject to change at any time: December 16, 2025 (Annual Meeting).
(For Possible Action)

9. Second 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. Comment from the public is limited to three minutes per person, under these items.

There was no public comment.

10. Adjournment.

Adjourned 11:15 a.m.

MINUTES OF THE **SPECIAL MEETING**
BOARD OF TRUSTEES
WASHOE AFFORDABLE HOUSING CORPORATION
April 22, 2025

The Annual meeting of the Board of Trustees of Washoe Affordable Housing Corporation (WAHC) was called to order by President Hilary Lopez at 1:32 pm on Tuesday, April 22, 2025, in the Housing Authority of the City of Reno Boardroom, 1525 East Ninth Street, Reno, Nevada.

Trustees Present

Hilary Lopez, President
Kathleen Taylor, Vice President
Dave Aiazzi, Secretary/Treasurer (on Zoom)
Mark Sullivan
Miguel Martinez

Trustees Absent

Mayor Hillary Schieve

RHA Staff Present

Heidi McKendree, Deputy Executive Director
JD Klippenstein, Director of Development
Darren Squillante, Director of Human Resources
Kristin Scott, Director of Asset Management
Jeremy Stocking, Director of Resident Services
Jamie Newfelt, Director of Rental Assistance
Kim Anhalt, Moving to Work Coordinator
Brenda Freestone, Contract Administrator Washoe Affordable Housing Corporation (WAHC)
Jerri W. Conrad, Government & Public Affairs Manager
Jeff Tenenbaum, Director of Finance
Colleen Montgomery-Beltran, Executive Administrative Assistant
Ryan Russell, Legal Counsel

Others Present

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

- **Call to order and roll call.**
- **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. Comment from the public is limited to three minutes per person, under these items.**

There were no public comments.

1. Approval of the agenda. (For Possible Action)

Trustee Sullivan moved to approve the agenda. Secretary Aiazzi seconded the motion. Hearing no further discussion, Vice President Taylor called for the vote. With all ayes and no nays, Vice President Taylor declared the agenda approved unanimously.

2. Discussion and possible acknowledgement/acceptance of the appointment of Miguel Martinez to replace Hillary Schieve on the Board of Trustees. (For Possible Action)

President Lopez moved to approve the appointment of Miguel Martinez to replace Hillary Schieve on the Board of Trustees. Trustee Sullivan seconded the motion. Hearing no discussion, Vice President Taylor called for the vote. With all ayes and no nays, Vice President Taylor declared the motion carried unanimously.

3. Discussion and possible approval for WAHC to donate \$150,000 to RHA for the 870 Sage Street project. (For Possible Action)

Trustee Sullivan moved to approve WAHC's donation of \$150,000 to RHA for the 870 Sage Street project. Secretary Aiazzi seconded the motion. Hearing no further discussion, Vice President Taylor declared the motion carried.

4. Additional items:

- i) General matters of concern to Trustees regarding matters not appearing on the agenda. (Discussion)
- ii) Old and New Business. (Discussion)
- iii) Schedule of next meeting. The following date has been scheduled in advance but is subject to change at any time: December 16, 2025 (Annual Meeting).
(For Possible Action)

5. Second 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. Comment from the public is limited to three minutes per person, under these items.

There were no public comments.

6. Adjournment.

Adjourned 1:40 p.m.

MINUTES OF THE **SPECIAL MEETING**
BOARD OF TRUSTEES
WASHOE AFFORDABLE HOUSING CORPORATION
June 24, 2025

The Annual meeting of the Board of Trustees of Washoe Affordable Housing Corporation (WAHC) was called to order by President Hilary Lopez at 12:00 pm on Tuesday, June 24, 2025, in the Housing Authority of the City of Reno Boardroom, 1525 East Ninth Street, Reno, Nevada.

Trustees Present

Hilary Lopez, President
Kathleen Taylor, Vice President
Dave Aiazzi, Secretary/Treasurer
Mark Sullivan (on Zoom)
Miguel Martinez

Trustees Absent

Dejanae Solley

RHA Staff Present

Heidi McKendree, Deputy Executive Director
JD Klippenstein, Director of Development
Darren Squillante, Director of Human Resources
Kristin Scott, Director of Asset Management
Jeremy Stocking, Director of Resident Services
Jamie Newfelt, Director of Rental Assistance
Kim Anhalt, Moving to Work Coordinator
Brenda Freestone, Contract Administrator Washoe Affordable Housing Corporation (WAHC)
Jerri W. Conrad, Government & Public Affairs Manager
Jeff Tenenbaum, Director of Finance
Colleen Montgomery-Beltran, Executive Administrative Assistant
Ryan Russell, Legal Counsel

Others Present

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

- **Call to order and roll call.**
- **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. Comment from the public is limited to three minutes per person, under these items.**

There were no public comments.

1. Approval of the agenda. (For Possible Action)

President Lopez moved to approve the agenda. Secretary/Treasurer Aiazzi seconded the motion. Hearing no further discussion, Vice President Taylor called for the vote. With all ayes and no nays, Vice President Taylor declared the agenda approved unanimously.

2. **Discussion and possible adoption of Resolution 25-06-01 WA approving a 1.375% cost of living adjustment (COLA) increase, with a total fiscal impact of \$3,351 for FY2026, for all Washoe Affordable Housing Corporation (WAHC) positions. (For Possible Action)**

Secretary/Treasurer Aiazzi moved to approve the adoption of Resolution 25-06-01 WA. Trustee Martinez seconded the motion. Hearing no discussion, Vice President Taylor called for the vote. With all ayes and no nays, Vice President Taylor declared the motion carried unanimously.

3. **Additional items:**

- i) General matters of concern to Trustees regarding matters not appearing on the agenda. (Discussion)
- ii) Old and New Business. (Discussion)
- iii) Schedule of next meeting. The following date has been scheduled in advance but is subject to change at any time: December 16, 2025 (Annual Meeting).
(For Possible Action)

4. **Second 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. Comment from the public is limited to three minutes per person, under these items.**

There were no public comments.

5. **Adjournment.**

Adjourned 12:02 p.m.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 3

December 16, 2025

SUBJECT: Discussion and possible action regarding WAHC's current contract status and anticipated contract extension.

FROM: President

RECOMMENDATION: For Possible Action

Background:

Washoe Affordable Housing Corporation (WAHC) executed ACC 11 to extend its contract with HUD through January 31, 2026. As part of that Agreement, HUD has indicated that up to four additional extensions may be granted beyond that date, each for a period of six months. At this time, WAHC has not yet received confirmation from HUD regarding an extension past the current January 31, 2026, expiration. However, WAHC anticipates that an extension is forthcoming based on HUD's expressed intent to continue the contract.

WAHC provides an important service to HUD and our State and is best situated to act as the project based contract administrator (PBCA) for Nevada. Therefore, based on the anticipated forthcoming contract extension, staff is requesting authorization for WAHC's President to extend the contract with HUD for the initial six-month extension as well as for each of the additional three potential subsequent extensions.

Staff Recommendation and Motion:

Staff recommends the Board of Trustees motion to authorize the President to execute the initial contract extension as well as each of the additional three potential subsequent extensions once each is granted by HUD.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 4

December 16, 2025

SUBJECT: Discussion and report on HUD FY 2025 Limited Remote Annual Compliance Review.

FROM: President

RECOMMENDATION: Discussion

The Limited Remote Annual Compliance Review (ACR) with HUD began on November 20, 2025, and HUD conducted the entrance interview on December 1st. The exit interview is scheduled for Wednesday, December 17th.

As part of the review, HUD selected a sample of properties from our portfolio and evaluates documentation related to the Incentive-Based Performance Standards (IBPS) required of its contract administrators. These standards include IBPS #1 Management Occupancy Reviews (MORs), IBPS #3 Rent Adjustments, IBPS #6 Housing Assistance Payments (HAP) Vouchers, and IBPS #14 Renewal of Expiring HAP Contracts. This year, HUD selected five properties for review under IBPS #1, #3, and #6, and three additional properties for IBPS #14. The smaller number of IBPS #14 audits reflects fewer contract expirations in the prior fiscal year.

WAHC has been responding promptly to HUD's documentation requests and inquiries, and we anticipate a successful ACR and exit interview. We are awaiting HUD's feedback and are prepared to provide any additional information needed to obtain the final close-out letter.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 5

December 16, 2025

SUBJECT: Discussion and completion update regarding WAHC's annual goals

FROM: President

RECOMMENDATION: Discussion

WAHC successfully met its previously established HUD annual goals. Of the 37 properties in our portfolio, 24 underwent a Management and Occupancy Review (MOR), all of which were completed and closed out. Additionally, all vouchers submitted to WAHC by the monthly deadline of the 10th of the month were processed on time, ensuring that each property received its Housing Assistance Payment (HAP) by the first of the month.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 6

December 16, 2025

SUBJECT: Discussion and update on WAHC's 1st Quarter 2026 Management Occupancy Reviews.

FROM: President

RECOMMENDATION: Discussion

WAHC has completed 5 of the 6 Management & Occupancy Reviews (MORs) scheduled for the first quarter of FY 2026, with the final MOR audit set for next week. The audits conducted in October achieved compliance scores above 70%, with Centennial Park Arms earning a Satisfactory rating and Foothill Gardens receiving an Above Average rating.

WAHC will submit the MOR reports for the audits conducted in November by December 19, and both properties are expected to receive at least a Satisfactory rating. Reports for the MORs conducted this month will be finalized by January 14, 2026, and submitted to HUD.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 7

December 16, 2025

SUBJECT: Discussion and updates on the WAHC's organizational structure.

FROM: President

RECOMMENDATION: Discussion

Background:

WAHC has experienced several personnel changes this year. The Contract Administrator as well as one Compliance Auditor position were vacated. As of December 1st, Kenia Aguirre has been appointed as the new Contract Administrator. Eugene Weight continues to serve as Compliance Auditor. Further, an offer has been extended to a candidate for the vacant Compliance Auditor position.

As a result of these changes, over the past few months, staff has undertaken a review of the organizational structure currently in place at Washoe Affordable Housing Corporation (WAHC). As WAHC continues to grow and HUD regulations are expanded, the duties and responsibilities needed from each position have changed. In addition, given the small size of the staff, more cross training is also required across positions. These enhanced responsibilities require having at least one compliance auditor with advanced skills and experience to ensure effective program compliance, quality oversight, and timely completion of audit functions. To support organizational stability and retain qualified staff, WAHC must provide a clear career development pathway for compliance staff. The establishment of a Senior Compliance Auditor classification creates a necessary promotional tier while addressing increased workload and operational complexity.

The Senior Compliance Auditor will function as the lead auditor and provide critical support to both the Contract Administrator and Compliance Auditor. Core responsibilities of this classification include Mentoring and guiding Compliance Auditors during audits; Providing technical and programmatic guidance; Coordinating, monitoring, and prioritizing workflow; Handling complex or sensitive cases; Preparing reports, correspondence, and procedures; Conducting research and responding to client inquiries; Serving as backup to the Contract Administrator as needed; and Performing special project assignments with minimal supervision.

In accordance with WAHC Reclassification Policy 9.9, the President has authority to reclassify positions. For informational purposes, staff is notifying the Board that one of the two Compliance Auditor (Grade 10) positions has been reclassified to Senior Compliance Auditor (Grade 8) based on the above noted expanded duties and responsibilities. HUD administrative fees are sufficient to cover this change.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 8

December 16, 2025

SUBJECT: Additional Items. (For Possible Action)

FROM: President

RECOMMENDATION: For Possible Action

Additional Items:

- a) General matters of concern to Board Members regarding matters not appearing on the agenda. (Discussion)
- b) Reports on conferences and trainings. (Discussion)
- c) Old and New Business. (Discussion)
- d) Request for Future Agenda Topics (Discussion)
- e) Schedule of next meeting. The following date has been scheduled in advance but is subject to change at any time: Tuesday, December 15, 2026.
(For Possible Action)