



**Board of Commissioners:**

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Marissa Brown, Commissioner  
Nancy E. Brune, Commissioner  
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Carrie Cox, Commissioner  
Michael Dismond, Commissioner  
LuChana Turner, Commissioner  
Lewis Jordan, Executive Director

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**NOTICE FOR THE REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF  
THE SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY  
ON THURSDAY, OCTOBER 17, 2024  
AT 12:00 PM  
IN THE COMMISSION CHAMBERS  
340 N. 11<sup>TH</sup> STREET, LAS VEGAS, NEVADA**

If you wish to speak on an item marked "For Discussion and Possible Action" appearing on this agenda, please fill out a Public Comment Interest Card, which is located in front of the Commission Chambers, and submit the comment card to staff sitting in the Commission Chambers. If you wish to speak to the Board about items within its authority but not appearing as an "Action" item on this agenda, you must wait until the "Comments by the General Public" period listed at the end of this agenda. Comments will be limited to three minutes. Please step up to the speaker's podium, clearly state your name and address, and spell your last name for the record. If any member of the Board wishes to extend the length of a presentation, this will be done by the Chairperson or the Board by majority vote.

The agenda is available on the Southern Nevada Regional Housing Authority website, <http://www.snrha.org>. For copies of agenda items and supporting backup materials, please contact Ms. Annie Hurst, Interim Executive Coordinator, at (702) 477-3110 or [ahurst@snvrha.org](mailto:ahurst@snvrha.org). A recording of the meeting is posted on the agency's website or can be obtained on a flash drive by contacting Mr. Tommy Albert, Information Technology Specialist, at (702) 477-3160 or [talbert@snvrha.org](mailto:talbert@snvrha.org). For more information regarding the Southern Nevada Regional Housing Authority, you may call (702) 477-3100 or visit our website at <http://www.snrha.org>.

To practice social distancing, a limited number of seats will be available to the public. If you would like to provide public comment or citizen participation, please provide your statements to include your name and address to Ms. Annie Hurst, Interim Executive Coordinator, at [ahurst@snvrha.org](mailto:ahurst@snvrha.org) before 12 Noon on Thursday, October 17, 2024. Your comments and participation will be read into the record.

**The meeting has been properly noticed and posted in the following locations:**

Southern Nevada Regional Housing Authority  
Administrative Office (North Campus)  
340 N. 11<sup>th</sup> Street  
Las Vegas, NV 89101  
(Principal Office)

Southern Nevada Regional Housing Authority  
Housing Programs Office  
380 N. Maryland Pkwy  
Las Vegas, NV 89101

Southern Nevada Regional Housing Authority  
Administrative Office (South Campus)  
5390 E. Flamingo Rd  
Las Vegas, NV 89122

Clark County Government Center  
500 S. Grand Central Pkwy.  
Las Vegas, NV 89155

City of Las Vegas  
495 S. Main Street  
Las Vegas, NV 89101

City of Henderson  
240 Water Street  
Henderson, NV 89015

City of North Las Vegas  
2250 N. Las Vegas Blvd.  
North Las Vegas, NV 89030

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## SECTION 1. OPENING CEREMONIES

### CALL TO ORDER

#### 1. ROLL CALL

#### 2. PUBLIC COMMENT

Public comment during this portion of the Agenda must be limited to matters on the agenda for action. If you wish to be heard, come to the podium and give your name for the record. The amount of discussion, as well as the amount of time any single speaker is allowed, will be limited to three (3) minutes. If any member of the Board wishes to extend the length of a presentation, this will be done by the Chairperson or the Board by majority vote. Public comment that is repetitious, slanderous, offensive, and inflammatory amounts to personal attacks or interferes with the rights of other speakers is not allowed. Any person who acts in violation of these rules will be excused for the remainder of the meeting.

#### 3. APPROVAL OF MINUTES:

- Approval of the Regular Board Meeting Minutes on September 23, 2024.

#### 4. APPROVAL OF AGENDA WITH THE INCLUSION OF ANY EMERGENCY ITEMS AND DELETION OF ANY ITEMS. (FOR DISCUSSION AND POSSIBLE ACTION)

## SECTION 2. BUSINESS ITEMS

#### 5. Receive report from the Executive Director on Administrative and Operational Activities of the Agency

## SECTION 3. CONSENT AGENDA: ITEM NO. 06

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| <ul style="list-style-type: none"><li>• The Board of Commissioners for the Southern Nevada Regional Housing Authority may remove an item from the agenda or delay discussion and action relating to an item at any time.</li><li>• Consent Agenda - The Board of Commissioners considers all matters in this sub-category to be routine and may be acted upon in one motion. Most agenda items are phrased for positive action. However, the Board may take other actions such as hold, table, amend, etc.</li><li>• Consent Agenda items are routine and can be taken in one motion unless a Commissioner requests that an item be taken separately. The Chair will call for public comment on these items before a vote. For all items left on the Consent Agenda, the action taken will be the staff's recommendation as indicated on the item.</li><li>• Items taken separately from the Consent Agenda by Commission members at the meeting will be heard following the Commissioners'/Executive Director's Recognition Section.</li></ul> |
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**Finance**

**6. Approval of Request to Write-Off Outstanding Tenant Accounts Receivable/Vacated Accounts for the Periods Ending August 31, 2024**

**Background:** After review of all vacated tenant accounts, the SNRHA Finance Department recommends that the vacated tenant accounts totaling \$48,455 or 4.46% of August 2024 rental income, be written off as uncollectible. This includes \$47,813 or 8.20% of August 2024 Public Housing Program rental income and \$642 or 0.13% of August 2024 Affordable Housing Program rental income. Each of the accounts proposed for write-off is itemized and a summary is provided in the backup documentation.

**Action Requested:** The Executive Director requests the Board to review and approve to write off the proposed vacated tenant accounts for August 2024 totaling \$48,455 as uncollectible. Once approved, the write-off report will be submitted to the collection agency.

**END OF CONSENT AGENDA**

**SECTION 4. COMMISSIONERS’/EXECUTIVE DIRECTOR’S RECOGNITIONS**

**7. Acknowledgement of our Departed**

**SECTION 5. ITEMS TAKEN SEPARATELY FROM THE CONSENT AGENDA**

**For Discussion and Possible Action:**

Items under this Section are open for discussion and possible action.

**Modernization Development**

**8. Approval To Award Contract, c24017, In The Amount of \$17,975,467.00, to Kalb Industries of Nevada for Phase II Development at Marion D. Bennett Plaza for SNRHA.**

**Background:**

On July 10, 2024, an IFB solicitation package was posted as a downloadable PDF file on the SNRHA website at <https://www.snrha.org> and the Housing Agency Marketplace website at [ha.economicengine.com](http://ha.economicengine.com), of which 670 construction companies were notified and 45 actually downloaded the solicitation. In addition, the Solicitation was advertised in the Las Vegas Review Journal, Las Vegas Asian Journal, Latin American Press, El Mundo and Culturally Diverse Advertising, as well as provided to companies listed within SNRHA’s Construction Contractors’ Database, the Emerging Small Business Program of the Governor’s office, the Construction Notebook and local organizations such as The Urban Chamber of Commerce, Las Vegas Clark County Urban League, and the Small Business Administration.

A Pre-Bid Conference was held on Wednesday, July 24, 2024 at 10am, with Site Visits that followed at 10:30AM, whereby 17 companies excluding SNRHA’s staff attended the

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meeting. A Question and Answer Period was provided for the period July 10 – August 14, 2024, 3 pm.

On the closing date of the Solicitation, Tuesday, August 27, 2024, 3 pm, the SNRHA received three (3) bids. Additionally, a Bid Opening followed and it was determined that Kalb Industries of Nevada, Ltd., was the lowest, most responsive and responsible bidder with a bid amount of **\$17,975,467.00**. KME Architects and SNRHA Staff reviewed the documents and performed all background checks to include license, ownerships, debarment (HUD/EPLS) etc., and found this Contractor to be responsive and responsible.

Modernization/Development Department requests approval to award the contract for the above-noted services pursuant to Invitation to Bid, *IFB B24011* for a period of 349+days for a not-to-exceed amount of **\$17,975,467.00**.

There is a Section 3 component to this contract as pursuant to 24CFR Part 135, of which Kalb Industries of Nevada is aware of and will comply with the requirements by hiring an estimated fifteen (15) eligible employees. Justin Kalb or a representative is present to answer any questions the Board may have. See bid submissions below:

| <u>COMPANY</u>                         | <u>COST</u>             |
|--|-------------------------|
| <b>Kalb Industries of Nevada, Ltd.</b> | <b>\$ 17,975,467.00</b> |
| <b>B &amp; H Construction</b>          | <b>\$ 18,254,469.00</b> |
| <b>Rafael Construction</b>             | <b>\$ 19,343,070.00</b> |

**Action Requested:**

Executive Director is requesting Board of Commissioners review, approve and award Contract No c24017/IFB B24011 to **Kalb Industries of Nevada** for Marion D. Bennett Phase II Development Services at 1818 Balzar Avenue, Las Vegas, NV 89106 in the not to exceed amount of \$17,975,467.00, for an estimated total contract term of 349+ calendar days.

**Procurement**

9. **Approval To Award Contract, c25009, In The Amount of \$3,188,013.41, to Sunstate Companies, LLC, for Landscaping and Tree Maintenance Services for SNRHA-Agency wide.**

**Background:** On August 8, 2024, IFB B25003 solicitation package was posted for bid as a downloadable PDF file on the SNRHA website at <https://www.snrha.org> and the Housing Agency Marketplace website at <https://www.ngemnv.com/>, of which 24,843 companies were notified and 3 actually downloaded the solicitation. This solicitation was advertised in local newspapers and publications, as well as notices were sent to SNRHA’s Manual Bidder’s Database, Emerging Small Business Program of the Governor’s office, the Construction Notebook and other local non-profit organizations.

A Question and Answer Period was provided for the period August 19, 2024– September 5, 2024. On the closing date of the Solicitation, Tuesday, September 17, 2024, a total of 3 companies actually downloaded the solicitation and the SNRHA received three (3) proposals. One proposal from *Landscape Development Inc, Green Environmental Landscape Inc, and Sunstate Companies*.

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Procurement Staff performed all background checks to include license, ownerships, debarment (HUD/EPLS) etc., and found this Contractor to be responsive and responsible. Sunstate is aware of SNRHA's Section 3 Program; however, they do not have any employment openings at this time.

**Action Requested:** The Executive Director is requesting Board of Commissioners review, approve, and award **Sunstate Companies, LLC**, contract number c25009 for Landscaping & Tree Maintenance Services for SNRHA, not to exceed amount of \$3,188,013.41, over a 5-year period.

## **Procurement**

### **10. Approval to Award Contract, c25008, In The Amount of \$3,523,532.97, to Green Environmental Landscape, Inc., for Landscaping and Tree Maintenance Services for SNRHA-Agency wide.**

#### **Background:**

On August 8, 2024, IFB B25003 solicitation package was posted for bid as a downloadable PDF file on the SNRHA website at <https://www.snrha.org> and the Housing Agency Marketplace website at <https://www.ngemnv.com/>, of which 24,843 companies were notified and 3 actually downloaded the solicitation. This solicitation was advertised in local newspapers and publications as well as notices were sent to SNRHA's Manual Bidder's Database, Emerging Small Business Program of the Governor's office, the Construction Notebook and other local non-profit organizations.

A Question and Answer Period was provided for the period August 19, 2024– September 5, 2024.

On the closing date of the Solicitation, Tuesday, September 17, 2024, a total of 3 companies actually downloaded the solicitation and the SNRHA received three (3) proposals. One proposal from Landscape Development Inc, Green Environmental Landscape Inc, and Sunstate Companies. Therefore, it was determined that Procurement Staff performed all background checks to include license, ownerships, debarment (HUD/EPLS) etc., and found this Contractor to be responsive and responsible. Green Environmental Landscape is aware of SNRHA's Section 3 Program; however, they do not have any employment openings at this time.

#### **Action Requested:**

The Executive Director is requesting Board of Commissioners review, approve and award **Green Environmental Landscape Inc**, contract number c25008 for Landscaping & Tree Maintenance Services for SNRHA, not to exceed amount of \$3,523,532.97, over a 5-year period.

### **11. Approval of Policy 1.1 Introduction of the SNRHA Employee Workplace Guide.**

**Background:** Currently the Guide requires many steps to include the convening of a Personnel and Budget Committee to make any changes to internal policy. The process will be memorialized in a procedure kept by Human Resources. Ultimate approval will still be by the Board, per the by-laws.

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**Action Requested:** The Executive Director requests approval of the changes to Policy 1.1 Introduction of the SNRHA Employee Workplace Guide.

**12. Approval of Policy 3.1 Hiring Policies.**

**Background:** The current policy outlines a procedure for recruitment and hiring processes, but that needs to be adapted to meet the needs of the organization and current market. The new language eliminates the procedural piece, which will be memorialized in a Standard Operating Procedure (SOP) in Human Resources. Additionally, it reinstates the ability for the Executive Director to appoint individuals to confidential non-union positions.

**Action Requested:** The Executive Director requests approval of the changes to Policy 3.1 Hiring Policies to remove procedural language and reinstate specific appointment authority of the Executive Director.

**SECTION 6. NEW BUSINESS ITEMS** - *New business items may be brought up during this time by any board member using the proper motion procedure. Items under this Section are open for discussion and possible action.*

**END OF ITEMS OPEN FOR DISCUSSION AND POSSIBLE ACTION**

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**COMMENTS BY THE GENERAL PUBLIC**

Items raised under this portion of the Agenda cannot be deliberated or acted upon by the Board of Commissioners for the Southern Nevada Regional Housing Authority until the notice provisions of the Open Meeting Law have been complied with. If you wish to speak on matters not listed on the posted Agenda, please step to the podium and clearly state your name and address, and please spell your last name for the record. The amount of time any single speaker is allowed will be limited to three (3) minutes. Public comment that is repetitious, slanderous, offensive, and inflammatory amounts to personal attacks or interferes with the rights of other speakers is not allowed. Any person who acts in violation of these rules will be excused for the remainder of the meeting. All comments by speakers should be relevant to the Board of Commissioners of the Southern Nevada Regional Housing Authority.

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**ADJOURNMENT**