

## AGENDA

BOISE CITY HOUSING AUTHORITY COMMISSIONERS  
ADA COUNTY HOUSING AUTHORITY COMMISSIONERS  
SHORELINE PLAZA, INC. DIRECTORS  
AFFORDABLE HOUSING SOLUTIONS, INC. DIRECTORS

ANNUAL MEETING OF THE BOARD OF COMMISSIONERS AND DIRECTORS  
Wednesday, December 9, 2020 – 4:00 p.m.  
Housing Authority Office – 1001 S. Orchard Street Boise, Idaho

### I. ROLL CALL

### II. CONSENT AGENDA (ACTION ITEM)

All items with an asterisk (\*) are considered to be routine by the Board and will be enacted by one motion. There will be no separate discussion on these items unless a Board member or citizen so requests, in which case the item will be removed from the general order of business and considered in its normal sequence. The vote on the Consent Agenda will be by roll call vote.

#### A. Minutes, Resolutions and Routine Matters

- \*1. Board of Commissioners Meeting Minutes, October 14, 2020 (ACTION ITEM)
- \*2. BCHA Resolution No. 7-2020 – Resolution Updating the Fiscal year 2021 Utility Allowance Schedule (ACTION ITEM)
- \*3. ACHA Resolution No. 7-2020 – Resolution Updating the Fiscal Year 2021 Utility Allowance Schedule (ACTION ITEM)
- \*4. Approval of Board Meeting schedule for 2021 (ACTION ITEM)

### III. REPORTS

- A. Chairman's Report
- B. Executive Director's Report
- C. Report on Properties
- D. Report on Programs

### IV. NEW BUSINESS

- A. Approval of Updated "Exhibit B" to the Cooperation Agreement between Ada County Housing Authority and Boise City Housing Authority (ACTION ITEM)
- B. Consideration of the Resolution to Adopt a Landlord Incentive Program – BCHA Resolution No. 8-2020 (ACTION ITEM)
- C. Consideration of the Resolution to Adopt a Landlord Incentive Program – ACHA Resolution No. 8-2020 (ACTION ITEM)
- D. BCHA Election of Chairperson and Vice Chairperson (ACTION ITEM)

- E. ACHA Election of Chairperson and Vice Chairperson (ACTION ITEM)
- F. Shoreline Plaza Inc. Election of Chairperson and Vice Chairperson (ACTION ITEM)
- G. Affordable Housing Solutions, Inc. Election of President and Vice President (ACTION ITEM)

V. UNFINISHED BUSINESS

- A. New Path Update
- B. Valor Point Update
- C. CHOIS Program Housing Update
- D. Allumbaugh Housing Development Update
- E. Strategic Plan Update
- F. Galloway Litigation
- G. Moore Street Update (ACTION ITEM)

**EXECUTIVE SESSION** Per Idaho Code § 74-206 (1) (d) and (f): To consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code; to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

Return to Open Meeting

VI. ADJOURNMENT

Related agenda documents are available for public review by visiting:  
<https://bcacha.org/about/board-of-commissioners/>

Due to the COVID-19 Pandemic, BCACHA is providing public access to this board meeting via Zoom meeting:

When: Dec 9, 2020 03:30 PM Mountain Time (US and Canada)  
Topic: December BCACHA Board Meeting

Please click the link below to join the webinar:

<https://zoom.us/j/95731340444?pwd=cm9YUnpzSUF3Ny9RSgkvUUxqYWhaQT09>

Passcode: 119337

Or iPhone one-tap :

US: +13462487799,,95731340444#,,,,,0#,,119337# or +16699006833,,95731340444#,,,,,0#,,119337#

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Dial(for higher quality, dial a number based on your current location):

US: +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 or +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592

Webinar ID: 957 3134 0444

Passcode: 119337

**BOISE CITY HOUSING AUTHORITY  
ADA COUNTY HOUSING AUTHORITY, SHORELINE INC.  
AND AFFORDABLE HOUSING SOLUTIONS, INC.**

**MEETING OF THE BOARD OF COMMISSIONERS AND DIRECTORS  
December 9, 2020**

**TIME AND PLACE OF MEETING**

Chairman Raquel Guglielmetti called the meeting to order at 4:17 p.m. on Wednesday, December 9, 2020. The meeting was held at the Boise City / Ada County Housing Authorities' Briefing Room, 1001 S Orchard Street, Boise, ID 83705.

**I. ROLL CALL**

**Commissioners Present:** Chairman Raquel Guglielmetti, Commissioner Tiffany McKee

**Commissioners Present via Zoom Conference:** Vice Chairman Kent Rock, Commissioner Gary Machacek, Ex-officio Commissioner Elaine Clegg

**Commissioners Absent:** Commissioner Jaime Hansen, Commissioner Shellan Rodriguez, Commissioner Jennifer Seamons

**Others Present:** Executive Director Deanna Watson, Ada County Deputy Attorney, Ammon Taylor, Boise City Deputy City Attorney, Mary Grant (via Zoom conference), IT & Operations Administrator Ron Barstow, Housing Programs Director Jillian Patterson, Finance Director Diana Meo, Development Construction Manager Ben Duke, Senior Staff Accountant Annette Sampson (via zoom conference), and Executive Assistant Ann Upchurch

**II. CONSENT AGENDA**

**Vice Chairman Rock moved to approve the Consent Agenda and that the vote be by roll call. Commissioner Machacek seconded the motion.**

A roll call vote was taken.

Chairman Guglielmetti	Aye although she did not attend the October meeting
Vice Chairman Rock	Aye
Commissioner Machacek	Aye
Commissioner McKee	Recused as she has just been appointed and did not attend the October meeting

**The motion passed by roll-call vote**

### **III. III. REPORTS**

#### **A. Chairman's Report**

Chairman Guglielmetti thanked Vice Chairman Rock for filling in for her over the last several months. She noted a change in the agenda due to the absence of board members needed for a full discussion of three items: E, F, and G, under "Unfinished Business." These items are requested to be moved to the January 2021 meeting.

Ms. Guglielmetti recognized the board's newest member, Tiffany McKee. Ms. McKee is a participant in the housing authority's Family Self Sufficiency program. She is happy to be able to serve on the board and is looking forward to seeing how she can contribute.

Ms. Guglielmetti also mentioned that the Ada County commissioners have appointed a new commissioner to fill the seat being vacated by Mr. Machacek. That appointment should be ratified by the city soon, with that seat being filled by the January meeting. She thanked Mr. Machacek for his many years of service on the board.

#### **B. Executive Director's Report**

Executive Director Watson reported that the agency had several staff members test positive for the coronavirus in November. This resulted in the agency shutting down for several days, except for essential services, while staff members awaited COVID-19 test results. The main office building and the maintenance office and building were deep cleaned and fogged with disinfectant. We are now operating with full force and staff.

Ms. Watson recently participated in a telephone conference with Commissioner Seamons, Dave Bieter, President of NAHRO, Sunny Shaw and HUD staff members from Washington DC regarding proposals for making changes and increasing funding to the Low Income Housing Tax Credit program. There are a couple of stalled pieces of legislation that may be gaining momentum. Also, yesterday, BCACHA received a request from the Seattle HUD office for a virtual conference in January 2021 with the new HUD Region X Public Housing Director, Janice King-Dunbar. The new director is making contact with regional housing authorities as a way of introduction.

#### **C. Report on Properties**

Development Construction Manager Ben Duke reported that all the dead trees on the Moore Street property have now been removed. There are minor upgrades in progress at Allumbaugh House. He is working with the architect for a roof replacement project at Vine Terrace. They are starting work at Shoreline Plaza to install security cameras.

#### **D. Report of Programs**

Ms. Patterson reported that the Family Self Sufficiency program has many success stories from graduates on an on-going basis. She highlighted a recent graduate. This gentleman is a single father of 6 children, a refugee family that has had to overcome language barriers. Since being on the FSS program, he has significantly increased his income and has accumulated an escrow account of nearly \$10,000, which he hopes to put toward a home purchase.

Ms. Patterson reported that the housing authorities at times get involved in identifying and minimizing fraud that may occur among program participants. A recent finding involved a property owner who entered into a Housing Assistance Payment contact with the agency. The tenant was a close family member, something that is not allowed in the program rules and regulations. The HAP payments that were fraudulently received by the property owner have subsequently been paid back. When a housing authority recovers fraud-related funds, they are permitted to retain half of those funds, which can be put back into the local program.

#### **IV. NEW BUSINESS**

##### **A. Approval of Updated “Exhibit B” to the Cooperation Agreement between Ada County Housing Authority and Boise City Housing Authority**

Ms. Guglielmetti mentioned that three attending commissioners were already familiar with the annual requirement to approve an updated “Exhibit B” to the Cooperation Agreement. With no discussion being necessary, Commissioner Machacek moved that the board approve the Updated “Exhibit B” to the Cooperation Agreement between Ada County Housing Authority and Boise City Housing Authority. Vice Chairman Rock seconded the motion. **The motion passed by a voice vote, with Commissioner McKee recusing herself.**

##### **B. Consideration of the Resolution to Adopt a Landlord Incentive Program – BCHA Resolution No. 8-2020.**

Ms. Patterson explained that with recently received CARES Act funding, the housing authorities have the opportunity to address some situations that have come up due to the current pandemic. One of these concerns is the need to increase the participation of local landlords in the Housing Choice Voucher program. While there are several ways to encourage landlord participation, the current proposal is what the housing authorities wish to initiate at this time. This program may be revised in the future. Commissioner Clegg requested that the housing authorities track and report the success of this program to the board.

Vice Chairman Rock moved that the board approve BCHA Resolution No. 8-2020, a resolution to adopt a landlord incentive program. Commissioner Machacek seconded the motion. **The motion passed by a unanimous voice vote.**

##### **C. Consideration of the Resolution to Adopt a Landlord Incentive Program – ACHA Resolution No. 8-2020**

Vice Chairman Rock moved that the board approve ACHA Resolution No. 8-2020, a resolution to adopt a landlord incentive program. Commissioner Machacek seconded the motion. **The motion passed by a unanimous voice vote.**

##### **D. BCHA Election of Chairperson and Vice Chairperson**

Chairman Guglielmetti reminded the Board that with the cancellation of November’s Annual Meeting, elections had to be postponed to the December meeting. She said that she had not

received any nominations for the officers' positions. She and Vice Chairman Rock were each willing to serve one more year.

Ms. Guglielmetti put forth herself as Chairman and Mr. Rock as Vice Chairman to serve as officers for Boise City Housing Authority. There being no discussion, **all voted in favor of the election.**

#### **E. ACHA Election of Chairperson and Vice Chairperson**

Ms. Guglielmetti put forth herself as Chairman and Mr. Rock as Vice Chairman to serve as officers for Ada County Housing Authority. There being no discussion, **all voted in favor of the election.**

#### **F. Shoreline Plaza Inc. Election of Chairperson and Vice Chairperson**

Ms. Guglielmetti put forth herself as Chairman and Mr. Rock as Vice Chairman to serve as officers for Shoreline Plaza Inc. There being no discussion, **all voted in favor of the election.**

#### **G. Affordable Housing Solutions, Inc. election of President and Vice President**

Ms. Guglielmetti put forth herself as President and Mr. Rock as Vice President to serve as officers for Affordable Housing Solutions, Inc. There being no discussion, **all voted in favor of the election.**

### **V. Unfinished Business**

#### **A. New Path Update**

Ms. Watson reported that New Path is operating fairly well. The agency has received a request from the owners for a rent increase. Additional information has been requested from the owners, which will then be evaluated based on the project's needs.

#### **B. Valor Pointe Update**

Ms. Watson stated that Valor Pointe is running well.

#### **C. CHOIS Program Update**

Ms. Patterson reported that the housing authority is working with the homeless shelters to locate and identify those households on the waiting list. Currently, they have four applications that are being processed for four of the homes.

#### **D. Allumbaugh Housing Development Update**

Ms. Watson reported that the housing authority continues to look at options of developing housing on the Allumbaugh property. Conversations have included Boise City staff in a broad look with an environmental scan of the needs in the community.

### **E. Strategic Plan Update**

Vice Chairman Rock moved that the Strategic Plan Update be moved to the January board meeting agenda. Commissioner Machacek seconded the motion. **The motion passed by a voice vote.**

### **F. Galloway Litigation**

Vice Chairman Rock moved that the Galloway Litigation discussion and the related executive session be moved to the January board meeting agenda. Commissioner Machacek seconded the motion. **The motion passed by a voice vote.**

### **G. Moore Street Update**

Commissioner Machacek moved that the Moore Street Update and the related executive session be moved to the January board meeting agenda. Vice Chairman Rock seconded the motion. **The motion passed by a voice vote.**

## **VI. Adjournment**

There being no other business, the meeting was adjourned at 4:55 p.m.

### **Documents provided as part of this meeting include:**

**Minutes of October 14, 2020**

**BCACHA 2020 Occupancy Rates**

**Memo From Jillian Patterson Regarding Utility Allowance Schedule, Effective 1/1/2021**

**Section 8 Housing Choice Voucher Utility Allowance Schedule, Effective 1/1/2021**

**BCHA Resolution No. 7-2020**

**ACHA Resolution No. 7-2020**

**BCACHA 2021 Board Meeting Schedule**

**Agenda Item Summary – Approval of Exhibit B Between ACHA and BCHA**

**Amended and Restated Cooperation Agreement Between ACHA and BCHA (2018)**

**Exhibit B as of November 12, 2020**

**BCHA Resolution 8-2020 – Resolution to Adopt a Landlord Incentive Program**


**Memo Explaining Landlord Incentive Program**

**Landlord Incentive Program Marketing Flyer**

**ACHA Resolution 8-2020 – Resolution to Adopt a Landlord Incentive Program**

Respectfully submitted,

  
Deanna L. Watson, Executive Director

  
Raquel Guglielmetti, Chairman