

## AGENDA

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

MEETING OF THE BOARD OF COMMISSIONERS AND DIRECTORS  
Wednesday, June 8, 2022, 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, May 11, 2022 (ACTION ITEM)
- \*2. Board of Commissioners Special Meeting Minutes, May 26, 2022 (ACTION ITEM)
- \*3. Financial statements thru the period ended April 30, 2022 (ACTION ITEM)

### III. REPORTS

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

### IV. BUSINESS

- A. Disclosures of Conflicts of Interest
- B. Resources for Board Members
  - a. Discussion on review of resources provided by HUD Director Region 10
  - b. Tours of agency-owned properties
  - c. Discussion of BCACHA Commissioners' Future Workshop
- C. Emergency Rental Assistance Program Update
- D. Moore Street Property Development (ACTION ITEM)

- E. Approval of Contract for Audit Services FY 22 and FY 23 (ACTION ITEM)
  - F. Discussion on Redemption of Civic Plaza Series A Bonds
  - G. Discussion on Project Based Vouchers (ACTION ITEM)
- V. Executive Session Per Idaho Code § 74-206(1)(d) Consider records that are exempt from public disclosure
- VI. ADJOURNMENT

Related agenda documents are available for public review by visiting:

<https://bcacha.org/about/board-of-commissioners/>

Limited seating is available at Boise City / Ada County Housing Authorities. Virtual attendance is strongly encouraged by joining through the Zoom link below:

When: Jun 8, 2022 04:00 PM Mountain Time (US and Canada)

Topic: Meeting of the Board of Commissioners and Directors - June 8 2022

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/86952143837?pwd=L2R2NXNlbnZlZWVHVHVTcTNqQmZKcGFIZz09>

Passcode: 925306

Or One tap mobile :

US: +13462487799,,86952143837#,,,,\*925306# or  
+16699006833,,86952143837#,,,,\*925306#

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

**MEETING OF THE BOARD OF  
COMMISSIONERS AND DIRECTORS**

**June 8, 2022**

**TIME AND PLACE OF MEETING:**

Chairperson Julianne Donnelly Tzul called the meeting to order at 4:04 p.m., on Wednesday, June 8, 2022. The meeting was held at the Boise City / Ada County Housing Authorities' Board Room, 1001 S Orchard Street, Boise ID 83705, and via Zoom link.

**I. ROLL CALL**

**Commissioners Present:** Chairperson Julianne Donnelly Tzul, Commissioner Kent Rock, Commissioner Katie Vila

**Commissioners Present via Zoom:** Vice Chairperson Jaime Hansen, Commissioner Shellan Rodriguez, Commissioner Jennifer Seamons, and Commissioner Tiffany McKee (4:07 pm)

**Commissioners Absent:** Ex-Officio Commissioner Elaine Clegg

**Others Present – in person and via Zoom:** Executive Director Deanna Watson, Boise City Deputy Attorney Tyler Powers, Ada County Deputy Attorney Ammon Taylor, IT & Operations Administrator Ron Barstow, Deputy Director Jillian Patterson, Finance Director Diana Meo, Senior Staff Accountant II Annette Sampson, Executive Assistant Ann Upchurch

**II. CONSENT AGENDA**

**Commissioner Rock moved that the board approve the Consent Agenda and that the vote be by roll call. Vice Chairperson Hansen seconded the motion.**

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Vice Chairman Hansen	Aye
Commissioner Rock	Aye
Commissioner Seamons	Aye
Commissioner Rodriguez	Aye
Commissioner Vila	Aye

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

### **III. REPORTS**

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

Chairman Donnelly Tzul said that she understands there is likely a need for a special board meeting to be held before the end of June, regarding the Series A bonds for Civic Plaza. Wednesday, June 29 at 4:00 p.m. was determined to be the best option and board members were asked to hold the date in anticipation of this need.

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

Executive Director Watson said that she had recently taken part in meetings with City of Boise staff, HUD Region X and Health and Human Services regional directors for information sharing on local efforts being made to help residents with limited resources. She also highlighted the success of one of our Family Self-Sufficiency participants, a gentleman who has been able to return to work, is off SSI, and had attained an income level that allowed him to come off our assistance programs, paying full rent himself. It was a positive graduation from rental assistance with a \$11,000 payment from his escrow account, which he accrued through the FSS program.

Ms. Watson also mentioned that she has been meeting with the financial advisory firm Piper Sandler Companies, to see if they might be a good fit for providing the HA advice on future growth opportunities. This week's meeting was interrupted by a power outage, but a follow-up call has been scheduled for later in the month.

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

Ms. Watson referred the board to her written report provided earlier. She said that our maintenance staff is in the midst of a series of REAC inspections on most of our agency-owned properties. These are very thorough site inspections, interior and exterior, by the Real Estate Assessment Center (REAC).

#### **D. Report on Programs**

Deputy Director Patterson said that updates on all programs are also available in the written report. She was asked to summarize the information regarding the latest waiver request through HUD. This waiver request will allow the agency to increase the payment standard for the Housing Choice Voucher participating households up to 120% of the area's Fair Market Rent determination. The initial waiver allowed households the increased payment standard as they recertified, during a narrow timeframe between May and December 31, 2022 when these waivers expire. The new waiver will allow the HA to apply the new payment standard for those households who recertified earlier in the year.

## **IV. BUSINESS**

### **A. Disclosures of Conflicts of Interest**

Ms. Watson said that she has drafted policies that will inform board members and housing authority staff of conflicts of interest limitations and concerns. The draft will receive legal review and then will be provided to the board. If any board member would like to read the draft, it will be made available.

### **B. Resources for Board Members**

#### **a. Discussion on review of resources provided by HUD Regional Director**

Ms. Donnelly Tzul reminded the commissioners of the materials she has been reviewing, as provided by our HUD regional director. She has found these to be helpful, and has provided links to other board members for their review. She has asked that sub-groups of commissioners and a member of senior staff meet for coffee to discuss a segment of the materials. She asked that these meetings occur before the July board meeting.

#### **b. Tours of agency-owned properties**

The dates for touring the agency-owned properties are available. Any interested board member is encouraged to participate.

#### **c. Discussion of BCACHA Commissioners' Future Workshop**

After a review of the planning processes that have taken place, it was decided to hold Wednesday, August 31 open for the all-day workshop. The facilitator is being identified and they will need to confirm that date as available.

### **C. Emergency Rental Assistance Program Update**

Ms. Patterson presented the latest update on the ERAP program. To date, the program has provided over \$31 million in rental and utility assistance to over 6,500 households in Boise and Ada County. The agency experienced a slow-down in assistance payments as a result of transitioning to a new web-based application process, but initial kinks have been worked out and the new process is running much more smoothly. The agency is also focusing on areas of Ada County outside the city of Boise, to make sure other cities' government staff, residents and service providers in Ada County are aware of the program's benefits.

One of the challenges of the new application software is connecting landlords to their tenants within the system. Fixes to this issue are in process, but in some tough cases, rental assistance might need to be paid directly to tenants. This is not preferred for several reasons, one of which is that rental assistance received by tenants is considered taxable income in Idaho.

#### **D. Moore Street Property Development**

Commissioner Rock provided background on the process of requesting proposals for the development of the Moore Street property. After the sub-committee reviewed all proposals and interviewed those determined to be responsive, their scoring process identified a recommended proposal. The sub-committee recommends the proposal as provided by Edlen & Co. The proposal included several contingency options for funding challenges. After some discussion, it was decided that the board would like a comparison of the top two proposals with a summary of the criteria used to score. Ms. Watson will work with Commissioner Rodriguez to put the summary together. Hopefully, this can be presented at the special meeting at the end of June, as deadlines for applications for funding opportunities are approaching.

#### **E. Approval of Contract for Audit Services FY 22 and FY 23**

Finance Director Diane Meo reviewed the request for proposals for audit services. Four proposals were received and scored by Ms. Meo and Senior Staff Accountant II Annette Sampson. It is their recommendation and request to the board that they approve the proposal from Eide Bailly. This firm has the greatest experience with housing authorities as well as general governmental experience.

**Commissioner Vila moved that the board approve the contract for audit services FY 2022 and FY 2023 as received from Eide Bailly. Commissioner Hansen seconded the motion.**

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Vice Chairman Hansen	Aye
Commissioner Rock	Aye
Commissioner Seamons	Aye
Commissioner Rodriguez	Aye
Commissioner Vila	Aye
Commissioner McKee	Aye

#### **The motion passed by roll call vote.**

#### **F. Discussion on Redemption of Civic Plaza Series A Bonds**

Ada County Deputy Attorney Ammon Taylor provided the history and background on the housing authority's role as a conduit for bonds that helped finance the Civic Plaza apartments. Three series of bonds were issued, two of which have since been paid off. The owners want to refinance and defease the remaining Series A bonds. Mr. Taylor is in the process of working with bond counsel and finalizing documents that will need board approval before the end of June. Mr. Taylor wanted to inform the board so that they are aware of the need for the special board meeting, tentatively scheduled for June 29.

**G. Discussion on Project Based Vouchers**

Ms. Watson said that she has been in discussions and meetings regarding the eventual placement of project based rental assistance for permanent supportive housing communities in partnership with the City of Boise. These meetings have included representatives from the city, the Corporation for Supportive Housing, HUD regional staff and counsel, as well as our own legal counsel. Information shared in these discussions is the topic for the executive session.

**V. EXECUTIVE SESSION**

**Commissioner Rock moved that the board enter executive session per Idaho Code § 74-206(1)(d) to consider records that are exempt from public disclosure. Commissioner Vila seconded the motion.**

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Vice Chairman Hansen	Aye
Commissioner Rock	Aye
Commissioner Seamons	Aye
Commissioner Rodriguez	Aye
Commissioner Vila	Aye
Commissioner McKee	Aye

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

At 5:11 p.m., the board entered executive session.

At 5:35 p.m., Commissioner Hansen left the meeting.

At 5:45 p.m., Commissioner Seamons left the meeting.

**At 5:52 p.m., Commissioner Rodriguez moved that the board exit executive session and return to the open meeting. Commissioner Rock seconded the motion.**

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Commissioner Rock	Aye
Commissioner Rodriguez	Aye
Commissioner Vila	Aye
Commissioner McKee	Aye

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

At 5:56 p.m., the board reentered the open meeting.

**Commissioner Rodriguez moved that the board gives direction and approval to the housing authority staff to continue to work with the City of Boise in allocating project based vouchers, in partnership with the City, to meet community housing needs as determined allowable by legal counsel. Commissioner Rock seconded the motion.**

After further discussion, an amendment to the motion was proposed that the board gives direction and approval to the housing authority staff to develop an overall plan for the use of project based vouchers in general, not limited to projects of the City of Boise.

**Commissioner Rodriguez moved that the board approve the amendment to the motion. Commissioner Rock seconded the motion.**

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Commissioner Rock	Aye
Commissioner Rodriguez	Aye
Commissioner Vila	Aye
Commissioner McKee	Aye

**The motion to amend passed by roll call vote.**

A roll call vote to approve the original motion as amended was taken.

Chairman Donnelly Tzul	Aye
Commissioner Rock	Aye
Commissioner Rodriguez	Aye
Commissioner Vila	Aye
Commissioner McKee	Aye

**The original motion as amended passed by roll call vote.**

## **VI. ADJOURNMENT**

**There being no further business, Commissioner Rock moved that the meeting be adjourned. Commissioner McKee seconded the motion.**

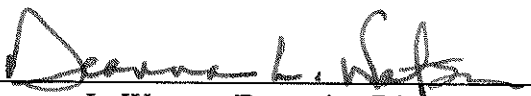
**The motion passed by voice vote.**

**The meeting was adjourned at 6:09 p.m.**



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

Respectfully submitted,

  
Deanna L. Watson, Executive Director

  
Julianne Donnelly Tzul, Chairperson