

SECOND AMENDED 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, July 14, 2021 - 4:00 p.m.
Housing Authority Office – 1001 S. Orchard Street Boise, Idaho

- I. ROLL CALL
- II. MOTION TO APPROVE SECONDED AMENDED AGENDA (ACTION ITEM)
- III. 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, June 21, 2021 (ACTION ITEM)
- *2. Financial statements thru the period ended May 31, 2021 (ACTION ITEM)

IV. REPORTS

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

V. NEW BUSINESS

- A. Strategic Plan Update
- B. Consideration of BCHA Resolution No. 4-2021 – A Resolution of the Board of Commissioners of the Boise City Housing Authority for the Sole Source Procurement of Rent Relief Software from Yardi Systems, Inc. (ACTION ITEM)
- C. Consideration of ACHA Resolution No. 3-2021 – A Resolution of the Board of Commissioners of the Ada County Housing Authority for the Sole Source Procurement of Rent Relief Software from Yardi Systems, Inc. (ACTION ITEM)
- D. Approval of RFQ for Legal Services (ACTION ITEM)

VI. UNFINISHED BUSINESS

- A. Emergency Rental Assistance Program (ERAP) Update
- B. Landlord Incentive Program Update

- C. Development Update and Discussion
 - 1. Moore Street Property
 - 2. Allumbaugh Street Property
- D. Galloway Litigation Update

VII. 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. Consider joining the meeting virtually through the Zoom link below:

When: Jul 14, 2021 04:00 PM Mountain Time (US and Canada)

Topic: BCACHA July 14, 2021 Board Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/89997754082?pwd=bXdHU3RRcDZKaWhvcnpHWHICSWJMZz09>

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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**

July 14, 2021

TIME AND PLACE OF MEETING:

Chairman Raquel Guglielmetti called the meeting to order at 4:11 p.m., on Wednesday, July 14, 2021. 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: Chairman Raquel Guglielmetti, Vice Chairman Kent Rock and Commissioner Tiffany McKee

Commissioners Present via Zoom: Commissioner Shellan Rodriguez, Commissioner Jaime Hansen, Ex-Officio Commissioner Elaine Clegg

Commissioners Absent: Commissioner Julianne Donnelly Tzul, Commissioner Jennifer Seamons

Others Present: Executive Director Deanna Watson, Boise City Deputy Attorney Tyler Powers, Ada County Deputy Attorney Ammon Taylor, IT & Operations Administrator Ron Barstow, Housing Programs Director Jillian Patterson, Finance Director Diana Meo, Construction Manager Ben Duke, Public Housing Program Manager Donna DeThorne, Senior Staff Accountant Annette Sampson (via Zoom)

II. MOTION TO APPROVE SECOND AMENDED AGENDA

Chairman Guglielmetti mentioned that the need for the second amended agenda was removed. The item listed as New Business D will not be addressed.

III. CONSENT AGENDA

Vice Chairman Rock moved that the board approve the Consent Agenda and that the vote be by roll call. Commissioner McKee seconded the motion.

A roll call vote was taken.

Chairman Guglielmetti	Aye
Vice Chairman Rock	Aye
Commissioner Rodriguez	Aye
Commissioner McKee	Aye
Commissioner Hansen	Aye

The motion passed by roll call vote.

IV. REPORTS

A. Chairman's Report

Chairman Guglielmetti mentioned that staff will continue to inform commissioners of training opportunities. She reminded the board that Ann has provided information on two trainings that are available in the next few months. She also informed the board of the dates for next year's Idaho Housing and Finance Association's Conference on Housing and Community Development, March 14 and 15, 2022. And, she recommended that board members consider attending the Andrus Center for Public Policy's Women and Leadership Conference, September 29 and 30. This conference will be virtual.

B. Executive Director's Report

Executive Director Watson referred the board to her monthly report she sent previously and asked if there were questions. Commissioner Rodriguez appreciated the Allumbaugh House contributors breakout. She asked if there is a gap between needed operation funding and the funds that are promised. Ms. Watson stated that Terry Reilly continues to operate Allumbaugh House at full capacity, making up the difference in funding themselves. Ex-Officio Commissioner Clegg asked if the housing authorities might have some impact on encouraging the state to act more quickly on funding decisions. She volunteered to be on an advisory committee to review the issues more deeply and provide the board with direction. She would be available after mid-August.

Ms. Rodriguez asked about Ms. Watson's meetings with the Corporation for Supportive Housing and the city regarding the environmental scan and when the report might be available. Ms. Watson did not have a specific date, but suggested it may be available by the fall. She said she would check on an estimated time.

Ms. Rodriguez also asked about the on-going staffing needs of the agency and if subcontracting services might be a better solution for the time being. Ms. Watson stated that the agency has been subcontracting custodial services for several months and has determined to continue to do so through the next fiscal year. The landscaping position, however, is more difficult as the agency has not been able to identify a service provider that has adequate staff to subcontract. The property management position has been filled, but the maintenance technician position has seen little response. And, there will be efforts to fill a Family Self-Sufficiency Coordinator position soon.

Ms. Clegg asked about the recently acquired "Emergency Housing Vouchers," and if they might be used for permanent supportive housing. Housing Programs Director Patterson said that these are temporary vouchers and cannot be used as project based vouchers.

Ms. Watson reported that the housing authorities have been approached by Caleb Roope with an invitation to partner with his company in a development at the State and Arthur site. She will be reaching out to our legal advisors to see if there is a feasible pathway for some type of partnership. She also will be seeking advice regarding Civic Plaza, for whose development the housing authority issued conduit bonds. Ms. Rodriguez recommended that the housing authority request a title report on the property to identify any liens and/or deed restrictions.

Ms. Watson also mentioned her concern over the recent closing of the Samaritan Home in Boise and the difficulty in finding housing for the residents who are being displaced.

C. Report on Properties

Construction Manager Ben Duke reported that he has recently held the second pre-bid conference for the Vine roof project. Five contractors attended. Bids are due on July 20. The security camera installation project at Shoreline Plaza and Shoreline North is complete. Mr. Duke said he is very pleased with the outcome. All of the HA's security camera systems are now operating on the same platform.

There are still two delayed projects, due to lack of materials; the fencing project at Streamside and the carpet project at Shoreline Plaza.

Finally, he is working with CSHQA on the water and waste line project at Franklin and Capitol Plazas. He is getting rates on a plumbing contractor who can do initial investigative work in order to identify the scope of work needed.

D. Report on Programs

Housing Programs Director Jillian Paterson reported on the recently received "Emergency Housing Vouchers." HUD requires agencies to work with their local Continuum of Care for referrals to the program. A draft Memorandum of Understanding with Our Path Home and the Women's and Children's Alliance is under review.

She also reported on the receipt of an Emergency Services Grant, funded through IHFA. The intention of the grant is to hire a housing case manager, and the agency is in the process of interviewing applicants. This person will be working with participants in all of the housing authorities' programs, both participants and applicants, to facilitate stable housing outcomes.

V. NEW BUSINESS

A. Strategic Plan Update

Ms. Watson highlighted some of the progress that the agency has made on its strategic plan. These include streamlining the application process for the public housing waiting list, the recommendation that the agency not continue to pursue the establishment of a physical Envision Center at this time while working within the concept to provide referrals to local resources, the establishing of the Emergency Rental Assistance Program, and work on identifying pathways for repositioning the public housing properties. Regarding the repositioning efforts, Ms. Watson reported that HUD advisors have identified the HA's two properties (Moore Street and Allumbaugh Street) as potential resources for the cash that would be needed in the process. Ms. Rodriguez asked about the benefits of repositioning, and that these were highlighted at a previous conference she attended. Ms. Watson gave background on the push from HUD to reposition/refinance the public housing communities.

B. Consideration of BCHA Resolution No. 4-2021

Ms. Watson provided the background on the need for the housing authorities to purchase a new software system for the ERAP program. It was important that BCACHA have the same software platform as IHFA in order to create a portal or bridge to data sharing. This is to insure that there are no duplication of benefits as both agencies administer the same program in the same jurisdiction. Yardi Systems is the sole source vendor and these resolutions allow the procurement of the system, once the agreements have been completed.

Ms. Rodriguez moved that the board approve BCHA Resolution No. 4-2021 – a resolution of the Board of Commissioners of the Boise City Housing Authority for the Sole Source Procurement of Rent Relief Software from Yardi Systems, Inc. Mr. Rock seconded the motion.

A roll call vote was taken.

Chairman Guglielmetti	Aye
Vice Chairman Rock	Aye
Commissioner Rodriguez	Aye
Commissioner McKee	Aye
Commissioner Hansen	Aye

The motion passed by roll call vote.

Ms. McKee moved that the board approve ACHA Resolution No. 3-2021 – a resolution of the Board of Commissioners of the Ada County Housing Authority for the Sole Source Procurement of Rent Relief Software from Yardi Systems, Inc. Mr. Rock seconded the motion.

A roll call vote was taken.

Chairman Guglielmetti	Aye
Vice Chairman Rock	Aye
Commissioner Rodriguez	Aye
Commissioner McKee	Aye
Commissioner Hansen	Aye

The motion passed by roll call vote.

A. UNFINISHED BUSINESS

A. Emergency Rental Assistance Program (ERAP) Update

Ms. Patterson presented a Power Point presentation with updated information for the ERAP program, providing updated numbers as of July 14. To date, \$7,842,103 in ERAP funding has been provided in Boise and Ada County to keep tenants current on their rent and utilities, and 1,647 households have been served. Ms. Clegg asked if it would be possible for Ms. Patterson and Ms. Watson to present a progress report directly to the City Council, to which they readily agreed. It was agreed that the county commissioners (and other cities in Ada County) should also be contacted for in-person presentations.

B. Landlord Incentive Program Update

Ms. Patterson stated that the landlord incentive “pilot” program was even more successful than earlier reported. In the end, the housing authorities spent \$75,200 to incentivize landlords to enter into new HAP contracts with 145 families. The lease-up rate of voucher holders remains high and Ms. Patterson continues to look at other funding opportunities to continue the program.

C. Development Update and Discussion

1. Moore Street Property

Ms. Rodriguez reported on the recent efforts by the development advisory committee to set direction on the Moore Street property. They soon determined that the priority should be to produce a new RFP and to investigate using the city's RFP on-line platform. Priorities for the property should be to increase affordability of rents and to maximize the number of units. At the recommendation of the city, the housing authority will look at a possible upzoning or rezoning of the site to R3 and that the RFP should note this effort and expectation. It was decided that the committee would meet as soon as possible and make an effort to provide the full board with, at least, an outline of the RFP at the August board meeting.

2. Allumbaugh Street

Ms. Watson stated that efforts on developing the Allumbaugh Street property will follow after the efforts mentioned above for Moore Street.

D. Galloway Litigation

Ms. Watson reported that she, Ms. DeThorne and Ms. Galloway have all been deposed. Ms. Guglielmetti, Ms. Kris Reeves and Ms. Sandy Bernstrom have been requested for depositions.

ADJOURNMENT

At 6:20 p.m., there being no further business, the meeting was adjourned.

Documents provided as part of this meeting include:

Minutes of the Board of Commissioners and Directors – June 21, 2021

Financial Statements thru the period ended May 31, 2021

Strategic Plan Dashboard Update – July 2021

Letter from Ada County Deputy Prosecuting Attorney – Catherine Freeman regarding the resolutions for Sole Source Procurement of Rent Relief Software from Yardi Systems, Inc.

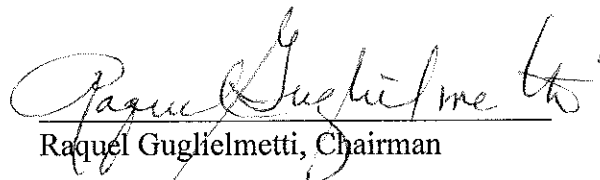
BCHA Resolution No. 4-2021

ACHA Resolution No. 3-2021

Respectfully submitted,



Deanna L. Watson, Executive Director



Raquel Guglielmetti, Chairman