

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, April 12, 2023 – 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, March 8, 2023 (ACTION ITEM)

III. REPORTS

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

IV. BUSINESS

- A. Program Presentation: BCACHA's Monthly Financial Statements Review – Diana Meo
- B. Financial Statements thru the Period Ended February 28, 2023 (ACTION ITEM)
- C. BCHA Resolution No. 3-2023 – A Resolution Approving Software Agreement with Yardi Systems, Inc. (ACTION ITEM)
- D. ACHA Resolution No. 3-2023 – A Resolution Approving Software Agreement with Yardi Systems, Inc. (ACTION ITEM)
- E. Emergency Rental Assistance Program Update
- F. Moore Street Property Update

V. 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: Apr 12, 2023 04:00 PM Mountain Time (US and Canada)

Topic: BCACHA Board Meeting - April 12 2023

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/82830404212?pwd=OEdmakdvcFZwWnhjZWpQTkk5bUtqZz09>

Passcode: 080404

Or One tap mobile :

US: +13462487799,,82830404212#,,,,*080404# or
+16694449171,,82830404212#,,,,*080404#

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

US: +1 346 248 7799 or +1 669 444 9171 or +1 669 900 6833 or +1 719 359 4580 or +1
253 205 0468 or +1 253 215 8782 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000
or +1 646 931 3860 or +1 689 278 1000 or +1 929 205 6099 or +1 301 715 8592 or +1 305 224
1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623

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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**

April 12, 2023

TIME AND PLACE OF MEETING:

Chairman Julianne Donnelly Tzul called the meeting to order at 4:04 p.m., on Wednesday, April 12, 2023. 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 Julianne Donnelly Tzul, Commissioner Kent Rock, Commissioner Paige Oeding, Commissioner Tim Flaherty

Commissioners Present via Zoom: None

Commissioners Absent: Vice Chairman Katie Vila, Commissioner Amanda Ryan

Others Present – in person and via Zoom: Executive Director Deanna Watson, Ada County Deputy Attorneys Ammon Taylor and Nichole Solberg, Boise City Deputy Attorney Tyler Powers, IT and Operations Administrator Ron Barstow, IT Specialist Joe Capps, Deputy Director Jillian Patterson, Finance Director Diana Meo, Senior Staff Accountant II Annette Sampson, Maintenance and Modernization Manager Marissa Henderson, Dave Bohecker of Mark Bottles Commercial Real Estate, and 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. Commissioner Oeding seconded the motion.

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Commissioner Flaherty	Aye
Commissioner Oeding	Aye
Commissioner Rock	Aye

The motion passed by roll call vote.

III. REPORTS

A. Chairman's Report

There was no chairman's report this month.

B. Executive Director's Report

Executive Director Deanna Watson reported that the housing authority has been asked to administer a rental assistance program grant for the City of Meridian. The approximate \$179k grant will provide rental assistance to tenants in Meridian via a CBDG Cares Act program, similar to the ERAP program we have been administering. The HA also recently received word that the City of Boise has been approved for an ERA2 reallocation of approximately \$8 million. It is estimated that these funds will be made available sometime in June.

Ms. Watson has been serving on a City of Boise CDBG public service committee which has been looking at applications submitted by various non-profits. These applications will be reviewed for recommendations in April and May. She has also been in meetings with Piper Sandler regarding the possibility of using Essential Function Bonds to determine if these might be a helpful tool for BCACHA in funding workforce housing projects. This is in the early research phase.

Regarding Moore Street, Ms. Watson stated that the agency has received an executed MOU with Edlen & Co.+deChase Miksis. They have recently submitted an application for workforce housing financing through IHFA.

The housing authority is managing Sage Acres, the mobile home park that the City of Boise recently purchased. This property has been determined to have issues with utility meters. The city has contracted with an engineering firm in order to determine the best course of action to address old, malfunctioning or missing water and electric meters. Some tenants have had inaccurate readings for quite some time, and the best way to charge tenants a pro-rated share of utilities in the interim is being determined.

We continue to have issues with a local property owner and a property management company regarding a building where 16 HCV program participants currently live. They have had on-going issues with their lift and elevator in a multi-floor community. The property manager has missed deadlines on providing requested information on how the current issue is being addressed and how messaging has been provided to residents who need the lift and elevator in order to maintain independence.

Ms. Watson stated that she is also serving on a state coordinated catastrophic disaster response task force. This task force will be meeting over a 6-month period to determine response plans for various potential catastrophic disasters that may occur within Idaho or in an adjacent state.

Next week, staff of the City of Boise is meeting regarding four proposals for affordable housing. They have asked Ms. Watson to attend. They are considering the option of requiring landlords to consider assistance as an additional source of income, in qualifying applicants for rentals. This

would help mitigate discrimination against voucher holders. They are also looking at requiring developers with projects that convert assisted living facilities to multi-family housing communities to provide a relocation plan for the current residents.

The housing authority owns approximately an acre of land adjacent to Allumbaugh House, donated by the City of Boise. The long-term development plan has been to develop affordable transitional housing on the site for those exiting Allumbaugh House programs. Recently, a dentist in Eagle has approached Terry Reilly Health Services with an offer to donate his office for relocation to the site. An architect has drawn up a rendering of the site with the dental office and homes surrounding. Ms. Watson has reached out to the city regarding the plan, but their initial response is that they still prefer the site to be all affordable housing.

C. Report on Properties

Maintenance and Modernization Manager Marissa Henderson reported that the agency received one bid for the LED light project and they have negotiated a price. Work will begin in approximately two weeks. Cutting Edge Landscaping was chosen as the contractor for landscaping work. She also reported on issues the housing authorities are experiencing with the service and repair contractor for fire alarms in the agency's high-rises, and that the department is working on a solution.

D. Report on Programs

Deputy Director Jillian Patterson reported that the agency received one proposal in response to the request for proposals for the project based voucher program. There will be a public opening of the proposal on April 13, a review and scoring of the proposal and a recommendation to the board. A committee to review proposals had been discussed, but with just one proposal, that does not seem necessary. However, Ms. Patterson said that any board member who would like to review the proposal is welcome to contact her to arrange that.

IV. BUSINESS

A. Program Presentation: BCACHA's Monthly Financial Statement Review

Finance Director Diana Meo presented a detailed review of the scope, content and process of providing the board with monthly financial statements. Included in her report were explanations of all HUD programs the agency administers, the Boise 5 properties and Local Program, the revenue and expense reports for each, and the basic accounting principles involved in the reporting.

B. Financial Statements thru the Period Ended February 28, 2023

Commissioner Flaherty moved that the board approve the Financial Statement thru the Period Ended February 28, 2023. Commissioner Oeding seconded the motion.

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Commissioner Flaherty	Aye
Commissioner Oeding	Aye
Commissioner Rock	Aye

The motion passed by roll call vote.

C. BCHA Resolution No. 3-2023 – A Resolution Approving Software Agreement with Yardi Systems, Inc.

Ms. Patterson reviewed her memo previously provided to the board that gave a brief background on the need to convert the agency’s management software and the subsequent negotiations with Yardi Systems, Inc.

Commissioner Oeding moved that the board approve BCHA Resolution No. 3-2023 – a resolution approving software agreement with Yardi Systems, Inc. Commissioner Rock seconded the motion.

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Commissioner Flaherty	Aye
Commissioner Oeding	Aye
Commissioner Rock	Aye

The motion passed by roll call vote.

D. ACHA Resolution No. 3-2023 – A Resolution Approving Software Agreement with Yardi Systems, Inc.

Commissioner Oeding moved that the board approve ACHA Resolution No. 3-2023 – a resolution approving software agreement with Yardi Systems, Inc. Commissioner Rock seconded the motion.

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Commissioner Flaherty	Aye
Commissioner Oeding	Aye
Commissioner Rock	Aye

The motion passed by roll call vote.

E. Emergency Rental Assistance Program Update

Ms. Patterson provided an update on the progress of the ERAP program to date. Rental and utility assistance in the amount of \$62,651,475 has been distributed to 13,642 households in Boise and Ada County since the beginning of the program. If applications continue to be

received at the current rate, the program will be on pace to run out of funding sometime in May. Very recently, however, the agency received word that the City of Boise will receive an additional reallocation of funding sometime in June. The housing authorities will regroup with the city and county regarding this news and how it will impact the program.

Ms. Watson briefly mentioned that there are early discussions with partners on how the housing authorities may be involved in helping the county utilize a 25% hold-back in funds toward a more sustainable rental assistance program. The Treasury has indicated that these funds are most likely not available for purchasing new properties or projects, but could be used in a rehab project and for operation funding.

F. Moore Street Property

Ms. Watson referred to her earlier comments in her E.D. report regarding the MOU received from Edlen & Co.

V. ADJOURNMENT

Commissioner Rock moved that the meeting be adjourned. Commissioner Oeding seconded the motion.

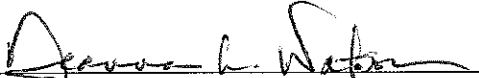
The motion passed by voice vote.

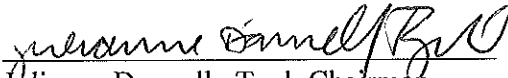
At 5:33 p.m., the meeting was adjourned.

Documents provided as part of this meeting include:

Minutes – BCACHA Board Meeting 3-8-2023
BCACHA 2023 Occupancy Rates Through March 2023
Slide Presentation on BCACHA Financial Statement Review
Financial Statements thru Period Ended February 28, 2023
Memo – Jillian Patterson regarding Resolutions BCHA 3-2023 and ACHA 3-2023, Resolutions to Execute an Agreement with Yardi for the Implementation of Program and Accounting Software
BCHA Resolution No. 3-2023
ACHA Resolution No. 3-2023
SAAS Subscription Agreement – Yardi Systems, Inc.

Respectfully submitted,


Deanna L. Watson, Executive Director


Julianne Donnelly Tzul, Chairman