

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, February 8, 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, January 11, 2023 (ACTION ITEM)
- *2. Board of Commissioners of ACHA, Special Board Meeting, January 23, 2023 (ACTION ITEM)
- *3. Financial Statements thru the Period Ended October 31, 2022 (ACTION ITEM)
- *4. Financial Statements thru the Period Ended November 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. Software Upgrade (ACTION ITEM)
- B. Consideration of BCHA Resolution No. 2-2023 – Approving the Five-Year Rolling Capital Funds Program and Annual Review for Boise City Housing Authority (ACTION ITEM)

- C. Consideration of ACHA Resolution No. 2-2023 – Approving the Five-Year Rolling Capital Funds Program and Annual Review for Ada County Housing Authority (ACTION ITEM)
- D. Project Based Voucher Program Overview
- 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: Feb 8, 2023 04:00 PM Mountain Time (US and Canada)

Topic: BCACHA Board Meeting - February 8, 2023

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/87472336299?pwd=dzBBV0Q0ejRZcTNyV21lMnZkWWJkUT09>

Passcode: 278249

Or One tap mobile :

US: +16694449171,,87472336299#,,,,*278249# or
+16699006833,,87472336299#,,,,*278249#

Or Telephone:

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

US: +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 +1 346 248 7799 or +1 360 209 5623 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

Webinar ID: 874 7233 6299

Passcode: 278249

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

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

February 8, 2023

TIME AND PLACE OF MEETING:

Chairman Julianne Donnelly Tzul called the meeting to order at 4:02 p.m., on Wednesday, February 8, 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, Commissioner Amanda Ryan

Commissioners Present via Zoom: Ex-Officio Commissioner Elaine Clegg (arrived 4:08 p.m.)

Commissioners Absent: Vice Chairman Katie Vila

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, 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. Commissioner Ryan asked that the board hold a discussion on Consent Agenda Items 3 and 4, the financial statements for October 2022 and November 2022. Commissioner Flaherty asked if the board could pull off the financial statements from the Consent Agenda for discussion. Finance Director Diana Meo clarified that the audited financial statements for FY2022 will be presented at the March board meeting, in its entirety, with accountants from Eide Bailly to discuss and answer questions. Commissioner Rock moved that the board approve the Consent Agenda, minus the financial statements from October 2022 and November 2022 pending discussion at the March Board meeting, and that the vote be by roll call. Commissioner Ryan seconded the motion as amended.

A roll call vote was taken.

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

The motion passed by roll call vote.

III. REPORTS

A. Chairman's Report

Chairman Julianne Donnelly Tzul presented an overview of the roles and functions of the agencies' board by reviewing the by-laws, and a RACI chart that was developed during the most recent strategic plan refresh workshop. The chart categorized key agency functions with the board's involvement, each area designated as "responsible, accountable, consulted, informed." She asked that board members who have questions about aspects of the housing authority contact her first. There would then be a discussion as to whether something needed to be brought to the Executive Committee, to a full board discussion at a board meeting, or to staff to provide and receive information in light of open meeting requirements. She cautioned board members from having email threads or other forms of communication amongst themselves involving board matters so as to remain in compliance with open meeting laws. Ex-officio Commissioner Clegg added that the board always needs to be circumspect about who on the board they speak to, when and how discussions are held outside of a board room. She stated that board members are not operators, administrators, managers, and staff, and that it would not generally be appropriate for board members to visit sites on their own, but could arrange for a specific tour. Ms. Donnelly Tzul then offered to meet one-on-one with commissioners if they like, and Ms. Upchurch will coordinate meeting times.

B. Executive Director's Report

The board did not have questions of Executive Director Deanna Watson regarding her monthly briefing.

C. Report on Properties

Maintenance and Modernization Manager Marissa Henderson provided an update on the completion of the cell tower site at Capitol Plaza, and the mold remediation project at Elmbrook.

D. Report on Programs

Deputy Director Jillian Patterson informed the board that the agency received their full grant for the Family Self-Sufficiency program for 2023. She provided a brief background on the program, its purpose and processes. FSS coordinators work with local providers of services that enable participants to reach self-sufficiency and financial independence. One of the partners, Washington Federal, recently provided the agency with \$1,000 to help fund the "Warm Essentials" campaign to provide outerwear and cold-weather clothing for families in need.

IV. BUSINESS

A. Software Upgrade

Ms. Patterson reviewed the approaching need to convert to a more robust agency software platform. Staff has reviewed options, spoken to other agencies, and has researched the benefits of Yardi, a PHA software vendor who is pre-approved through the General Services Administration. Acquiring a new software package may require upgrades to additional IT requirements, such as Microsoft 365. Staff is comfortable with moving forward with further investigations toward a possible negotiation with Yardi.

Commissioner Flaherty moved to authorize and direct staff to pursue the purchase of software and associated services from Yardi Systems, Inc. via Contract No. GS-35F-0731P, Schedule 70 of the General Services Administration, including collecting pricing information, negotiating terms, and preparing the requisite contracting documents for the Board's consideration and approval at a later date. Commissioner Rock seconded the motion.

A roll call vote was taken.

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

The motion passed by a roll call vote.

4:55 p.m. – Elaine Clegg left the meeting

B. Consideration of BCHA Resolution No. 2-2023 – Approving the Five-Year Rolling Capital Funds Program and Annual Review for Boise City Housing Authority

Ms. Henderson presented information on the Capital Funds Program, how the funds are allocated, received and expended through a rolling five-year plan. The project that has risen to the top of priorities is the waste line and water line replacement project. She explained that projects are determined through a variety of processes involving a physical needs assessment, an energy audit, departmental and internal processes, maintenance supervisor and technician feedback, inspections and tenant input.

Commissioner Rock moved that the board approves the Five-Year Rolling Capital Funds Program and Annual Review for Boise City Housing Authority. Commissioner Oeding seconded the motion.

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Commissioner Flaherty	Aye

Commissioner Ryan	Aye
Commissioner Oeding	Aye
Commissioner Rock	Aye

The motion passed by a roll call vote.

C. Consideration of ACHA Resolution No. 2-2023 – Approving the Five-Year Rolling Capital Funds Program and Annual Review for Ada County Housing Authority

Commissioner Rock moved that the board approves the Five-Year Rolling Capital Funds Program and Annual Review for Ada County Housing Authority. Commissioner Oeding seconded the motion.

A roll call vote was taken.

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

The motion passed by a roll call vote.

D. Project Based Voucher Program Overview

Ms. Patterson presented an overview of the difference between tenant-based rental assistance (TBRA) and project-based rental assistance (PBRA). She reviewed the recent board’s decision to support the issuance of a request for proposal (RFP) with the expectation that BCHA will provide allocated project based vouchers to a permanent supportive housing project in Boise. Up to 100 PBV’s could be allocated with this proposal. The draft RFP is under review by legal advisors and should be ready to publication soon.

E. Emergency Rental Assistance Program Update

To date, the program has provided over \$56.5 million in assistance in Boise and Ada County to over 12,000 households. ERA1 funds have been expended and final reports are being prepared to close out that program. ERA2 funds continue to be expended in Boise and Ada County. BCACHA continues its marketing campaign to get the word out that assistance is still available. Although it is difficult to determine a certain end date, projections suggest that these funds will be expended sometime later this spring.

F. Moore street property Update

Weekly discussions are continuing and a bullet-point MOU has been drafted. The board will continue to be updated as the process develops.

V. ADJOURNMENT

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

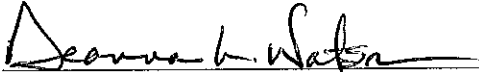
The motion passed by a voice vote.

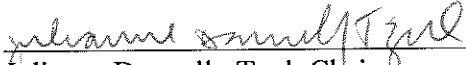
At 6:07 p.m., the meeting was adjourned.

Documents provided as part of this meeting include:

BCACHA Minutes, January 11, 2023
ACHA Special Meeting Minutes, January 23, 2023
Financial Statements thru the Period Ended October 31, 2022
Financial Statements thru the Period Ended November 30, 2022
BCACHA Occupancy Rates
Memo – Software Update
Memo – Approving Five-Year Capital Fund Plan
BCHA Resolution #2-2023
ACHA Resolution #2-2023

Respectfully submitted,


Deanna L. Watson, Executive Director


Julianne Donnelly Tzul, Chairman