

## 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, March 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, February 8, 2023 (ACTION ITEM)
- \*2. Financial Statements thru the Period Ended December 31, 2022 (ACTION ITEM)
- \*3. Financial Statements thru the Period Ended January 31, 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. Review of Audited Financials for Year Ending September 30, 2022 for BCHA and ACHA – Eide Bailly
- B. Maintenance Program Overview – Marissa Henderson
- C. Emergency Rental Assistance Program Update
- D. Moore Street Property (ACTION ITEM)

**EXECUTIVE SESSION: Per Idaho Code § 74-206(1) (d) & (f) To consider records that are exempt from disclosure and to communicate with legal counsel regarding development of the Moore Street Property.**

**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: Mar 8, 2023 04:00 PM Mountain Time (US and Canada)**

**Topic: BCACHA Board Meeting - March 8 2023**

**Please click the link below to join the webinar:**

**<https://us06web.zoom.us/j/84313386612?pwd=Q1loSGZUR0RRc2JPRTBFQ2RjUmJ1QT09>**

**Passcode: 853211**

**Or One tap mobile :**

**US: +12532050468,,84313386612#,,,,\*853211# or  
+12532158782,,84313386612#,,,,\*853211#**

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669 900 6833 or +1 719 359 4580 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 or +1 386 347 5053 or +1 507 473 4847**

**Webinar ID: 843 1338 6612**

**Passcode: 853211**

**International numbers available: <https://us06web.zoom.us/j/kdFtgID51a>**

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

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

**March 8, 2023**

**TIME AND PLACE OF MEETING:**

Chairman Julianne Donnelly Tzul called the meeting to order at 4:04 p.m., on Wednesday, March 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, Vice Chairman Katie Vila, Commissioner Kent Rock (arrived 4:10 p.m.), Commissioner Paige Oeding, Ex-Officio Commissioner Elaine Clegg (arrived 4:25 p.m.)

**Commissioners Present via Zoom:** Commissioner Tim Flaherty, Commissioner Amanda Ryan

**Commissioners Absent:** None

**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, Boise City Council President Holli Woodings, Jodi Daugherty, CPA Eide Bailly and Executive Assistant Ann Upchurch

**Chairman Donnelly Tzul moved that the board approve a request to amend the agenda so as to allow the first item under “Business,” the Review of Audited Financials for Year Ended September 30, 2022, to be brought forward after the Consent Agenda.**

**Commissioner Oeding seconded the motion.**

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Vice Chairman Vila	Aye
Commissioner Flaherty	Aye
Commissioner Ryan	Aye
Commissioner Oeding	Aye

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

**II. CONSENT AGENDA**

**Chairman Donnelly Tzul moved that the board approve the Consent Agenda, and that the vote be by roll call.**

Commissioners Ryan and Flaherty discussed the preference that the financial statements be brought out of the Consent Agenda for further review. Chairman Donnelly Tzul stated that the board would have a better understanding of the financials following the review of the audited financials for Year Ended September 30, 2022 by the auditors. Commissioners Ryan and Flaherty stated that they would prefer a more in-depth discussion on the monthly financial statements from Finance Director Diana Meo at the next month's meeting.

**Chairman Donnelly Tzul amended her motion to approve the Consent Agenda by having the financial statements removed and tabled until next month's meeting, leaving only the February 8, 2023 minutes remaining in the Consent Agenda. Commissioner Oeding seconded the motion.**

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Vice Chairman Vila	Abstain
Commissioner Flaherty	Aye
Commissioner Ryan	Aye
Commissioner Oeding	Aye
Commissioner Rock	Abstain

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

**IV. BUSINESS**

**A. Review of Audited Financials for Year Ending September 30, 2022 for BCHA and ACHA – Eide Bailly**

Eide Bailly Partner Jodi Daugherty CPA presented a review of the audited financials for Year Ending September 30, 2022 for BCHA and ACHA. In her presentation, she reviewed the audit in terms of scope, time, detail and process. Ms. Daugherty explained the PERSI liability, the single audit requirement, internal controls and other aspects of this audit. She stated that in the opinion of Eide Bailly, the housing authorities were in compliance in all material respects and no findings were made.

### **III. REPORTS**

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

Chairman Donnelly Tzul announced that the Request for Proposals for Project Based Vouchers has been published and is posted on the agency's website. She also mentioned that the agency has been investigating the possibility of contracting with an HR consultant for human resource needs. She asked Ann Upchurch to provide a brief tour of the website to indicate locations for board documents.

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

Executive Director Deanna Watson asked if there were any questions regarding her March update. Commissioner Oeding asked if there were any more details for the anticipated relocation of residents from a local assisted living community, Arbor Village at Hillcrest, assuming a pending sale of the property to developers. Ms. Watson provided background on the issue and that she was encouraged with how Boise's Planning and Zoning Commission showed concern for these households. Chairman Donnelly Tzul referred to Ms. Watson's report regarding the preferred use of the U.S. Treasury ERAP fund "hold-backs." It was noted that these funds were not generally intended for the purchase of properties, but that preservation of affordable housing was preferred. And, Ms. Watson reported that senior staff had met all day on March 7 with Yardi representatives in anticipation of a possible agreement to purchase software for the agency.

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

Maintenance and Modernization Manager Marissa Henderson reported that work was wrapping up at the Hobbler Place home which had experienced a water leak. Also, an upcoming landscape contract is out for proposals. And they are preparing to send a request for proposals to replace common area lighting in Capitol and Franklin Plazas with LED lighting.

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

Deputy Director Jillian Patterson reported that the RFP for Project Based Vouchers has been posted and will be published in legal notices by the Idaho Statesman. Proposals will be received until 5:00 p.m. on April 10, and they will then be opened on April 13. After that, the agency will convene a scoring panel to review proposals received.

### **IV. BUSINESS (cont.)**

#### **B. Maintenance Program Overview**

Ms. Henderson presented an overview of the maintenance department's processes and priorities. She stated that the department is primarily concerned that residents have a decent, healthy and safe place to live. They focus on preventative maintenance with a regular schedule of property inspections, routine and seasonal work depending on the time of year and schedule of cyclical maintenance needs, vacancy turn-overs to minimize time between tenancies, REAC inspections and reasonable modifications.

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

Ms. Patterson provided the monthly update on the progress of the ERAP program. She stated that spend rates and application submissions have leveled off from highs experienced at the end of 2022 and beginning of 2023. Marketing efforts will continue at least through March, as staff endeavor to predict how long the funding might last. Best estimates still indicate that the program will be able to provide assistance through May, and possibly longer.

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

Chairman Donnelly Tzul provided a brief summary of the history of the agency owned property on Moore Street. This included the review of the process of receiving proposals last summer from developers interested in partnering with the housing authority to provide affordable housing, and the selection by the board of the proposal provided by Edlen & Co. +deChase Miksis.

### **EXECUTIVE SESSION**

**Vice Chairman Vila moved that the board enter Executive Session per Idaho Code § 74-206 (1) (d) & (f) To consider records that are exempt from disclosure and to communicate with legal counsel regarding development of the Moore Street Property. Commissioner Rock seconded the motion.**

A roll call vote was taken.

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

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

At 5:48 p.m., the board entered Executive Session.

**Commissioner Rock moved that the Board exit Executive Session and reenter the public meeting. Vice Chairman Vila seconded the motion.**

A roll call vote was taken.

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

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

At 7:04 p.m., the board reentered the public meeting

Ada County Deputy Attorney Ammon Taylor provided a summary of the discussion regarding proposed development of the Moore Street property and the Memorandum of Understanding (MOU) contemplated between Boise City Housing Authority and Edlen & Co. + deChase Miksis. He noted that no decisions nor deliberations toward decisions were made by the board while in executive session. Discussions were toward allowing the executive director of the housing authority, with assistance of counsel, to prepare, finalize, execute and deliver to Edlen & Co. a memorandum of understanding regarding the construction of a minimum of 100 affordable rental units on the site. Funding on the 100 units will need to be in place by December 2023, and there will be no land conveyance or commencement of construction until all funding is in place.

**Commissioner Rock moved that the board direct and authorize the Executive Director, with assistance of counsel, to prepare, finalize, execute and deliver to Edlen & Co. such MOU as discussed regarding the development of the Moore Street property. Commissioner Oeding seconded the motion.**

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Vice Chairman Vila	Abstain
Commissioner Flaherty	Aye
Commissioner Ryan	Abstain
Commissioner Oeding	Aye
Commissioner Rock	Aye

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

## V. ADJOURNMENT

**Commissioner Rock moved that the meeting be adjourned. Vice Chairman Vila seconded the motion.**


**The motion passed by voice vote.**

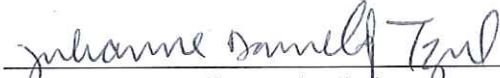
At 7:07 p.m., the meeting was adjourned.

Documents provided as part of this meeting include:

Minutes – BCACHA Board Meeting 2-8-2023  
Financial Statements thru Period Ended December 31, 2022  
Financial Statements thru Period Ended January 31, 2023  
Audited Financial Statements 9-30-2022 Boise City Housing Authority  
Audited Financial Statements 9-30-2022 Ada County Housing Authority

Respectfully submitted,

  
Deanna L. Watson, Executive Director

  
Julianne Donnelly Tzul, Chairman