

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

**MEETING OF THE BOARD OF COMMISSIONERS**

**January 10, 2018**

**TIME AND PLACE OF MEETING**

Chairman Raquel Guglielmetti called the meeting to order at 4:06 p.m. on Wednesday, January 10, 2018. The meeting was held at the Boise City/Ada County Housing Authorities' office, 1276 River Street, Boise ID 83702.

**ROLL CALL**

**Board members in attendance were:** Chairman Raquel Guglielmetti, Vice Chairman Kent Rock, Commissioner Shellan Rodriguez, and Commissioner Yvette Ashton

**Board members absent:** Commissioner Gary Machacek, Commissioner Miguel Legarreta, Commissioner Ryan Fitzgerald, and Student Commissioners Grace Johnson and Taylor Harris

**Others present:** Executive Director Deanna Watson, Ada County Deputy Attorney Ted Argyle, Deputy City Attorney Rob McQuade, Ada County Deputy Attorney Ammon Taylor, Ada County Deputy Attorney Ray Chacko, Development Director Bob Reed, Development Construction Manager Ben Duke, Finance Director Diana Meo, Senior Staff Accountant Annette Sampson, Housing Programs Director Jillian Patterson, Real Estate Agent Jay Story, and Executive Assistant Ann Upchurch

**CONSENT AGENDA**

- I. **Approval of Minutes**
  - a. **Meeting of the Board of Commissioners of December 13, 2017 – BCACHA**

Vice Chairman Rock moved to approve the minutes of the Meeting of the Board of Commissioners - BCACHA, December 13, 2017. Commissioner Ashton seconded. The motion passed unanimously by a voice vote.

- b. **Special Meeting of the Board of Directors of December 13, 2017 – Shoreline Plaza Inc.**

Vice Chairman Rock moved to approve the minutes of the Special Meeting of the Board of Directors - Shoreline Plaza, Inc., December 13, 2017. Commissioner Ashton seconded. The motion passed unanimously by a voice vote.

c. Special Meeting Minutes of December 22, 2017 – BCHA

Commissioner Ashton moved to approve the minutes of the Special Meeting - BCHA, December 22, 2017. Vice Chairman Rock seconded. The motion passed unanimously by a voice vote.

d. Special Meeting Minutes of January 3, 2018 - BCHA

Commissioner Ashton moved to approve the minutes of the Special Meeting - BCHA of January 3, 2018. Vice Chairman Rock seconded. The motion passed unanimously by a voice vote.

II. Bills and Communications

Executive Director Watson stated that the agency had received a response from IHFA regarding the HOPWA (Housing Opportunities for Persons With Aids) audit. Their original report indicated that they had not received some required reports which, in fact, had been part of the document package downloaded into their portal.

Also, the Housing Authority is the recipient of a grant with the City of Meridian for \$55,000 to provide financial assistance for home ownership opportunities for lower income residents.

OLD BUSINESS

I. Chairman's Report

Chairman's report: Chairman Guglielmetti updated the Board on the progress of the appointment of a commissioner for the open seat. The County Commissioners' office sent a memo to the City stating that they could not confirm Elaine Clegg for a seat on the Board. Their review of the state statutes indicated that a City Council member would not be eligible. The City is reconsidering their options. As of yet, we have not heard back from the City.

II. Executive Director's Report

Joint Power Entity -- Allumbaugh House: Executive Director Deanna Watson reported on the JPE meeting held on Monday, January 8. Terry Reilly's report indicated that Allumbaugh House is full with a waiting list. Their recent report indicated a 10% repeat rate with an average length of stay at 5.2 days for detox and 6.3 days for mental health services. 39% of former residents are considered stably housed. Garden City has joined the JPE and Mayor Evans has participated. The City of Eagle has also joined, but has not been present at recent meetings. Also at the meeting, the Boise Police Department presented a report on the growing opioid crisis. The presenter stated that if the community does not act now, within 5 years this will be the top issue with the state

legislature. Already the number of deaths from opioid addiction exceeds the number of deaths by suicide, with 80% of those affected having started using opioids with a legitimate prescription.

New Path Community Housing: Construction Manager Ben Duke has been receiving regular wage reports from the contractor. There is an agreement drafted and presented to the City regarding their offer to take over the monitoring, but we have not heard back yet.

218 Agreement: Ms. Watson is working with Jackie McCleve, State Social Security Coordinator, to address the requirements. Staff is working on providing information so the State Controller's office can make a determination about whether ACHA should have a 218 Agreement on file with the State.

Veterans Housing Project: There is pressure mounting for the housing authority to participate in a new veterans' housing project. There is a meeting scheduled for Thursday, January 11, at City Hall with City and VA representatives.

### **III. Sandhill Crane / Moore Street Property**

Development Director Bob Reed updated the Board on the Sandhill Crane / Moore Street project. This project did not received LIHTC allocation for FY2018. A new Qualified Allocation Plan (QAP) will be published sometime in February, with changes that may be beneficial to the project. A public hearing is to be held on March 5 to appeal our permit issued by Planning and Zoning. The City is being asked to approve a revised CUP, incorporating new boundary lines based on survey.

Cost estimates for the LIHTC reapplication process are expected to be approximately \$12,000. There are many variables that will need to be considered including new rent income limits, construction costs and changing interest rates.

### **IV. Orchard Street Property**

#### **a. General update on status**

First, Construction Manager Ben Duke updated the Board on the Streamside property that the agency had made an offer on. That property is currently listed as "sale pending" with another buyer.

The Orchard property is proceeding according to the timeline with the surveyor, the environmental assessor, and appraiser under contract. The appraiser and environmental assessor have both been to the site and the surveyor is scheduled to be there next week. We are still waiting for firm cost estimates from CSHQA. We have received the roof inspection that was done in October 2017. There were some suggested minor repairs, but the roof was given a five to seven year expectancy.

#### **b. Consideration of Addendum #1 to the Real Estate Purchase and Sale Agreement**

Real estate agent Jay Story provided the background on this addendum; a document that the realtors association requires. It changes no terms of the purchase and sale agreement. The Buyer Representation Agreement was discussed at a previous Board meeting. The seller agreed to pay the buyer's fee, so there is no financial risk to the Housing Authority as long as the seller pays the fee as agreed.

**Commissioner Ashton moved that the Board approve Addendum #1 to the Purchase and Sale Agreement for the property known as 1001 S Orchard Street, Boise, executed on November 29, 2017 between Boise City Housing Authority and Humphries Family Partnership LLP, and that Executive Director Deanna Watson be authorized to sign the addendum. Commissioner Rodriguez seconded. The motion passed unanimously by a voice vote.**

**c. Consideration of Exclusive Buyer Representation Agreement with Story Commercial LLC**

**Commissioner Rodriguez moved that the Board approve the Exclusive Buyer Representation Agreement with Story Commercial LLC, authorizing that the payment of a 3% fee of proceeds of the sale be paid to Story Commercial LLC at closing of the property, if said fee is not paid in full or in part by the Seller, and that Executive Director Deanna Watson be authorized to sign the agreement. Vice Chairman Rock seconded. The motion passed unanimously by a voice vote.**

**V. Consideration of Master Contracts for placement of CSHQA, Erstad Architects, and Hummel Architects on short list for architectural services**

Ada County Deputy Attorney Ammon Taylor provided the background on this item. The agency, having gone through the process of request, preapproval and review of qualifications, will be benefitted by having a short list of architectural services for future projects. The master contracts have two areas of qualification for the Board's consideration; the amount authorized by the Board and the term of the contract before a renewal is required. The contracts as presented suggested a \$25,000 limit and a five-year term. After discussion, it was determined that an amount up to \$50,000 would be more appropriate and that the 5-year term was acceptable.

**Commissioner Rodriguez moved that the Board approve the Master Contracts for placement of CSHQA, Erstad Architects, and Hummel Architects on the short list for architectural services, for an amount not to exceed \$50 thousand and for a five-year period before renewal, and that Executive Director Deanna Watson be authorized to sign the Contracts. Commissioner Ashton seconded. The motion passed unanimously by a voice vote.**

**NEW BUSINESS**

**I. Consideration of adopting rules of order allowing for the use of the Consent Agenda process.**

Ammon Taylor updated the Board on the process of revising the by-laws for BCHA and ACHA to allow for the rule changes to implement the Consent Agenda. Copies of the revised by-laws were provided and will be voted on at the February 14, 2018 Board meeting. In addition to defining the processes of the Consent Agenda, the proposed by-law revision will include a "waiver of notice," in order to avoid the waiting period for future notice requirements, in those instances where it will expedite the Housing Authority's business.

At 5:20 p.m., Vice Chairman Rock moved for a five-minute recess. Commissioner Ashton seconded. The motion passed unanimously by a voice vote.

### EXECUTIVE SESSION

At 5:25 p.m., Vice Chairman Rock moved to enter Executive Session per Idaho Code § 74-206 (1) (c), (d) and (f): To acquire an interest in real property which is not owned by a public agency; To consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code; to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated, and that the vote be by roll call vote. Commissioner Rodriguez seconded the motion.

Chairman Guglielmetti	Aye
Vice Chairman Rock	Aye
Commissioner Ashton	Aye
Commissioner Rodriguez	Aye

The motion passed by roll call vote.

### EXECUTIVE SESSION ADJOURNMENT

A motion was made by Commissioner Ashton to adjourn the Executive Session at 6:40 p.m. and return to the public meeting. Vice Chairman Rock seconded. The motion passed unanimously by a voice vote.

There being no further business, Commissioner Ashton moved to adjourn the public meeting. Vice Chairman Rock seconded. The motion passed unanimously by a voice vote.

The meeting was adjourned at 6:40 p.m.

Respectfully submitted,

  
Deanna L. Watson, Executive Director

  
Raquel Guglielmetti, Chairman