

BOISE CITY HOUSING AUTHORITY

SPECIAL MEETING OF THE BOARD OF COMMISSIONERS In person and via teleconference

January 3, 2018

TIME AND PLACE OF MEETING

Chairman Raquel Guglielmetti called the meeting to order at 4:00 p.m. on Wednesday, January 3, 2018. The meeting was held at the Boise City/Ada County Housing Authority, 1276 River Street, Boise, ID 83702.

ROLL CALL

Board members in attendance were: Chairman Raquel Guglielmetti, Vice Chairman Kent Rock, Commissioner Shellan Rodriguez, Commissioner Yvette Ashton, Student Commissioner Taylor Harris, and Student Commissioner Grace Johnson

Board members present via teleconference: Commissioner Gary Machacek

Board members absent were: Commissioner Miguel Legarreta, Commissioner Ryan Fitzgerald

Others present: Executive Ada County Deputy Attorney Ammon Taylor, Deputy City Attorney Rob McQuade, Construction Manager Ben Duke, Real Estate Agent Jay Story, Administrative Assistant Ann Upchurch

EXECUTIVE SESSION

A motion was made by Commissioner Ashton to enter into Executive Session at 4:02 p.m. per Idaho Code § 74-206 (1) (c) & (d): 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, and that the vote be by roll call vote. Vice Chairman Rock seconded the motion.

At 4:02 p.m. a roll-call vote was taken:

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

The motion passed by a roll call vote.

EXECUTIVE SESSION ADJOURNMENT

Vice Chairman Rock moved to leave Executive Session at 4:43 p.m. Commissioner Ashton seconded the motion. The motion passed unanimously by voice vote.

The Executive Session was adjourned at 4:43 p.m.

New Business

I. Consideration of Contract Recommendation for Architectural Services through CSHQA.

Construction Manager Ben Duke provided an overview of his meeting today with the architectural firm CSHQA. He stated that he was very confident and comfortable with moving forward with this firm for the property at 1001 S Orchard Street, Boise. Their asking fee will be between 6 and 7% of the project cost. In addition, he will ask that CSHQA provide services related specifically to the due diligence period of the project as it pertains to the structural and electrical condition of the building.

Commissioner Rodriguez moved that the Board approve the contract for architectural services for a fee not to exceed 7% of the project cost and that the contract specifies those services, structural and electrical, that pertain to the due diligence period of the project. Vice Chairman Rock seconded the motion. Commissioner Rodriguez amended the motion to specify the name of the architectural firm as CSHQA and Vice Chairman Rock seconded the motion. The amendment passed unanimously by a voice vote. The original motion, as amended, passed unanimously by a voice vote.

II. Consideration of Contract Recommendation for Surveyor Services through Fox Land Surveys, Inc.

Mr. Duke provided background on the one surveyor that responded to the request for proposal, Fox Land Surveys, Inc. The proposed fee is \$7,000, which is higher than he anticipated. However, due to the needs of the specific property at 1001 S Orchard Street, he feels that the requested fee is reasonable. These services will include an ALTA survey as well as other additional specified options that were recommended by legal counsel. These additional options include the professional liability requirement and services to identify the total number of parking spaces at the property.

Vice Chairman Rock moved that the Board approve the contract for surveyor services at 1001 S Orchard Street, Boise with Fox Land Surveys, Inc., for a fee not to exceed \$7,000. Commissioner Rodriguez seconded the motion. The motion passed unanimously by a voice vote.

III. Updates on progress with appraisal and environmental services

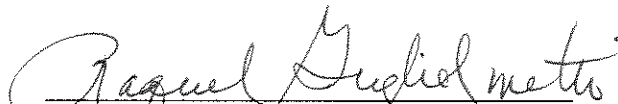
Mr. Duke reviewed the proposals he has received for appraisal and environmental services, having received four proposals for each service. Of the four appraisal proposals, all were very similar and ranged from \$2400 to \$3650. All were from recommended firms and Mr. Duke is confident any would be satisfactory. Regarding the responses for Phase 1 environmental services, the prices ranged more widely, from \$1480 to \$5600. But in discussions with Jay Story, it was determined that the two lower bids were from smaller firms. Mr. Story's experience with both of these two firms has been satisfactory. These contracts do not require action from the board as the Executive Director has authority to sign them. Mr. Duke will provide an update as to these contracts at the next board meeting.

There being no further business, Vice Chairman Rock moved the meeting be adjourned. Commissioner Ashton seconded. The motion passed by a unanimous voice vote.

The meeting was adjourned at 4:59 p.m.

Respectfully submitted,


Deanna L. Watson, Executive Director


Raquel Guglielmetti, Chairman