

**AMENDED AGENDA
BOISE CITY/ADA COUNTY HOUSING AUTHORITY, SHORELINE PLAZA, INC.
& AFFORDABLE HOUSING SOLUTIONS, INC.
ANNUAL MEETING OF THE BOARD OF COMMISSIONERS AND DIRECTORS**

**November 8, 2017 @ 4:00 p.m. – Housing Authority-3rd Floor Board Room
1276 River Street, Suite 300, Boise, Idaho**

CALL TO ORDER

ROLL CALL

CONSENT AGENDA

- I. Approval of Minutes**
 - a. Regular Meeting Minutes of October 11, 2017 – BCACHA**
 - b. Special Meeting Minutes of October 25, 2017 - BCHA**

OLD BUSINESS

- I. Chairman’s Report**
- II. Executive Director’s Report**
- III. Update on the Funding of the Sandhill Crane Project (Robert Reed)**
- IV. Update on Property on Streamside (Ben Duke)**

NEW BUSINESS (ACTION ITEMS)

- I. Consideration for Approval of the Boise City / Ada County Housing Authority Procurement Policy Revisions – Boise City Housing Authority Resolution #509**
- II. Consideration for Approval of the Boise City / Ada County Housing Authority Procurement Policy Revisions – Ada County Housing Authority #311**
- III. BC/ACHA New Logo Design**

EXECUTIVE SESSION

Personnel, Acquiring an Interest in Real Property, Receive Legal Advice, Pending/Probable Litigation, Per Idaho Code § 74-206 (1) (b) (c) (d) (f)

NEW BUSINESS (ACTION ITEMS, Cont.)

- IV. Board Elections**

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

ANNUAL MEETING OF THE BOARD OF COMMISSIONERS

November 8, 2017

TIME AND PLACE OF MEETING

Vice Chairman Kent Rock called the meeting to order at 4:04 p.m. on Wednesday, November 8, 2017. 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: Vice Chairman Kent Rock, Commissioner Gary Machacek, Commissioner Shellan Rodriguez, Commissioner Miguel Legarreta, Commissioner Raquel Guglielmetti, Commissioner Yvette Ashton, Student Commissioner Grace Johnson, Student Commissioner Taylor Harris

Board member absent: Commissioner Ryan Fitzgerald

Others present: Executive Director Deanna Watson, Ada County Deputy Attorney Ted Argyle, Deputy City Attorney Rob McQuade, 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, Executive Assistant Ann Upchurch

Vice Chairman Rock formally welcomed Shellan Rodriguez as a member of the Board. Commissioner Rodriguez gave a brief history of her work experience as it pertains to her affordable housing background as well as for-profit property development. She looks forward to being a valuable asset to the Board and the housing authority.

MOTION AND ORDER TO AMEND AGENDA

A motion was made by Commissioner Guglielmetti to amend the agenda to include item No. IV under Old Business, an update on property on Streamside. Commissioner Machacek added the need to move the Election of Officers from the end of the agenda to ahead of the Executive Session. Commissioner Guglielmetti so moved. Commissioner Machacek seconded the motion. The motion passed by a voice vote.

CONSENT AGENDA

I. Approval of Minutes

a. Regular Board Minutes, October 11, 2017 – BCACHA

A motion was made by Commissioner Ashton to approve the minutes of the Regular Meeting of October 11, 2017 – BCACHA. Commissioner Guglielmetti seconded the motion. The motion passed by a voice vote with Commissioner Rodriguez abstaining since she had not been present at that meeting.

b. Special Board Minutes, October 25, 2017 – BCHA

A motion was made by Commissioner Guglielmetti to approve the minutes of the Special Meeting of October 25, 2017 – BCHA. Commissioner Ashton seconded the motion. The motion passed by a voice vote with Commissioner Rodriguez abstaining.

OLD BUSINESS

I. Chairman's Report

Vice Chairman Rock mentioned that members of the Board and staff enjoyed a good-bye dinner with former Chairman Foltman and his wife. He thanked the Board members and staff who were able to attend.

II. Executive Director's Report

Insurance: Delta Dental just provided their premiums for 2018 and the renewal rates will stay the same. Finance Director Meo and Ms. Watson will be meeting next week with Drew Ranstrom from Moreton regarding medical insurance, for which rates are expected to increase.

Elevator Modernization Projects: The work is completed at Shoreline Plaza and Capitol Plaza. They are going well at Franklin Plaza. Issues with doors closing prematurely at Shoreline were addressed and these seem to be working well.

VASH Voucher Availability: Deanna received word from HUD that there will be a modification of the process for applying for additional HUD vouchers for the VASH program. We currently have 187 vouchers in place, but have difficulty getting our veterans housed successfully for extended periods of time. The VA has also had challenges in keeping a full staff of case managers and has only been fully staffed for two months during the time for which we have administered these vouchers. Currently, they are fully staffed, but we have been reticent to apply for additional vouchers when we currently cannot get them all connected to leases. We are able to decline the application process but only if we are willing to state that Boise has solved its veterans' homelessness. We have met with the VA to talk about our challenges, and we decided to apply. We will indicate in our application, however, the challenges we face and the VA had stated they would as well. Since then, they told us that they were unable to change their letter's

template in order to express their concerns. We will have our registration in by the deadline and will wait for HUD to let us know how many vouchers HUD thinks we should apply for. Deanna stressed that this is a national problem and not just with our VA partners here. One of the problems is if we cannot utilize those vouchers, we could lose funding because of it. This is funding that goes to help the rest of the population which is in dire need. It is tough to lose voucher funding when we currently can only help 20 to 22% of eligible households in our area. And it is a two-edged sword because as we are more successful in our voucher utilization rates, HUD tends to offer us 15 to 25 more vouchers each time we apply.

Commissioner Guglielmetti asked about project basing these vouchers. Deanna mentioned that there is a NOFA in the Grant Per Diem program right now that deals specifically with this. She mentioned that several years ago she approached the City's parks department about land behind Capitol Plaza which is currently a city park, land close to the VA. The response at the time was that the City was not going to give up any park land for such a project.

Continuum of Care: For months, community partners have been working on the coordinated entry system, a one-stop shop for homeless people to receive resources for housing. The Executive Committee will meet next Monday and intends to approve the system. Recently, an issue came up regarding a domestic violence affected family who had requested a reasonable accommodation, asking to be put at the top of the waiting list for a voucher. The advisory board heard the plea and granted the reasonable accommodation. Notice came to the Housing Authority too late for us to answer the request which required that we waive a regulation that we are not allowed to waive. We determined that we cannot regulate some of our responsibilities to the advisory committee when our regulations must be considered in the process. We have requested that there be a change in the communication process in order to avoid these issues in the future.

ROSS Service Coordinator: We have hired a service coordinator under the new ROSS grant, Lorinda Knight. She will start on Monday, November 13.

Website Redevelopment and Logo: Ann Upchurch presented the last revision of the logo development which will be used on the website and in printed materials going forward.

IRS Audit: We received notice recently that we will be audited by the IRS on December 4. This audit will be for payroll issues, 1099's, vehicle use for fringe benefits, etc.

New Path Community Housing: Clearing has begun on the site. We recently found out that we will be responsible for an additional obligation that we were not previously aware of. Because most of the federal funding for the project ultimately will come through the Housing Authority, we are responsible for monitoring the project for the Davis-Bacon Act. We had assumed that since we had no funding on the construction side that someone else would be monitoring this. We did not include the cost of monitoring DB in our cost estimates. If this is not properly monitored, the penalty could be that HUD would pull all of the vouchers for the project forever. Ben Duke from the Housing Authority will be the staff person most directly involved in this project and he expects it will take approximately 6 hours per week to monitor. We plan to approach the developer for recouping the cost of monitoring DB.

Radon Abatement – Boise 5 Project: The contractor involved in the mitigation processes is nearly done with the job. The equipment installation will be completed by this Friday with the electrical wiring completed within another week or two.

Mountain West Bank: MWB had requested that we change our accounts to an ICS sweep program. This change was to be seamless from our end, but caused a few glitches. Our debit cards were not working properly and NSF charges have appeared on our accounts. Commissioner Guglielmetti mentioned that this particular system sweep required a more complex level of structuring than had been anticipated. MWB made the necessary changes and things are working properly now.

III. Update on the Funding of the Sandhill Crane Project

Development Director Bob Reed reviewed the processes to date that pertain to the low income housing tax credit applications. This year, IHFA required that the tax credit plan applicants use Housing Trust Funds to apply for the homeless units in their projects. The Housing Trust Funds application included a 4-page exhibit for qualifications, and all applicants put together plans to accommodate that need in order to garner two additional points for the scoring requirements. Applications were submitted in early August and a preliminary determination was expected by mid-October.

Since then, however, there has been a change in the scoring method. It was determined that homelessness was not prioritized in the IHFA's 5-year Consolidated Plan and that funds, therefore, could not be used for the homelessness piece. IHFA will not be able to administer HOME funds in that plan without being in violation. So, for the first time in the history of the tax credit program, IHFA is going to change the Qualified Allocation Plan (QAP) and scoring criteria after the application deadline. This has caused a great deal of concern throughout the development community.

Mr. Reed attended a discussion on the issue and found that some applicants were opposed to the change and some were not. It is clear that the change will benefit some applicants and hurt others but IHFA did not want to disclose who will be affected and how. But with these changes, there will be time allowed to alter applications in order to garner their two points, and the process (along with the appeal process) will likely go into next year.

Last year, IHFA allocated \$500,000 in HOME funds to the New Path Community Housing (a homelessness project) under the same consolidated plan. Mr. Reed asked how that was allowed to go through. The project manager for the tax credit program did not answer other than suggesting that he has to work with HUD to address that problem. He is expecting that there will be some way to get a waiver. Mr. Reed expects that our application for the Sandhill Crane project is now a long-shot. He may be carrying the project into 2018, and is not sure how much of the current development costs can be carried over that far.

IV. Update on Property on Streamside

Development Construction Manager Ben Duke reviewed the opportunity to purchase property on Streamside Place in Garden City. This property, a duplex, is next to property we already own, and is in good shape. The asking price is \$269,000. Each of the units is 1,977 square feet, a two-story, 2 bedroom, 1 bath townhouse with electric baseboard heat. They have a good size yard and carport. Mr. Duke would like to be able to place an offer on the building. Director Watson mentioned that it would be nice not to have to wait until the next Board meeting to place an offer and possibly lose the opportunity.

Commissioner Ashton moved that the Board allow BCHA to make an offer to purchase the property in an amount not to exceed \$270,000. Commissioner Guglielmetti seconded the motion. The motion passed by a voice vote.

NEW BUSINESS (ACTION ITEMS)

I. Consideration for Approval of the Boise City/Ada County Housing Authority Procurement Policy Revisions – Boise City Housing Authority Resolution #509

Commissioner Guglielmetti moved to approve the BCHA Resolution #509 Resolution Revising Boise City/Ada County Housing Authority's Procurement Policy with new checklists added. Commissioner Ashton seconded the motion. The motion passed by a voice vote.

II. Consideration for Approval of the Ada County Housing Authority Procurement Policy Revisions – Ada County Housing Authority Resolution #311

Commissioner Guglielmetti moved to approve the ACHA Resolution #311 Revising Boise City/Ada County Housing Authority's Procurement Policy with new checklists added. Commissioner Machacek seconded the motion. The motion passed by a voice vote.

III. BC/ACHA New Logo Design

Commissioner Ashton moved to approve the new BC/ACHA logo. Commissioner Machacek seconded the motion. The motion passed by a voice vote.

IV. Board Elections

Commissioner Machacek moved to nominate Raquel Guglielmetti as Chairman, that nominations cease, and that her nomination be approved by unanimous consent. All were in favor. The motion passed by unanimous consent.

Commissioner Machacek moved to nominate Kent Rock as Vice Chairman, that nominations cease, and that his nomination be approved by unanimous consent. All were in favor. The motion passed by unanimous consent.

EXECUTIVE SESSION

Commissioner Guglielmetti called for a roll call vote to be taken to enter into Executive Session per Idaho Code § 74-206(1) (b) (c) (d) (f); to discuss personnel, acquiring an interest in real property, receive legal advice, pending/probably litigation. Commissioner Ashton seconded the motion.

At 5:10 p.m. a roll call vote was taken:

Vice Chairman Rock – Aye
Commissioner Guglielmetti – Aye
Commissioner Machacek – Aye

Commissioner Rodriguez - Aye
Commissioner Ashton – Aye
Commissioner Legarreta - Aye

EXECUTIVE SESSION ADJOURNMENT

A motion was made by Commissioner Guglielmetti to adjourn Executive Session at 5:59 p.m. and return to the public meeting. Commissioner Machacek seconded the motion. The motion passed by a voice vote.

A motion was made by Commissioner Guglielmetti to adjourn the regular meeting. Commissioner Ashton seconded the motion. The motion passed by a voice vote.

There being no further business, the meeting was adjourned at 6:00 p.m.

Respectfully submitted,


Deanna L. Watson, Executive Director


Kent Rock, Vice Chairman