

**AGENDA
BOISE CITY HOUSING AUTHORITY**

SPECIAL MEETING OF THE BOARD OF COMMISSIONERS

**DECEMBER 22 @ 2:00 p.m. – Housing Authority-3rd Floor Board Room
1276 W River Street, Suite 300, Boise, Idaho**

CALL TO ORDER

ROLL CALL

NEW BUSINESS (ACTION ITEMS)

- I. Consideration and acceptance of the qualification ranking recommendations of proposals for architectural services for the Orchard Street property**
- II. Consideration and acceptance of the qualification ranking recommendations of proposals for surveyor services for the Orchard Street property**

EXECUTIVE SESSION - 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.

BOISE CITY HOUSING AUTHORITY

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

December 22, 2017

TIME AND PLACE OF MEETING

Chairman Raquel Guglielmetti called the meeting to order at 2:04 p.m. on Friday, December 22, 2017. 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

Board members present via teleconference: Commissioner Yvette Ashton, Commissioner Shellan Rodriguez, and Commissioner Miguel Legarreta

Board members absent were: Commissioner Gary Machacek, Commissioner Ryan Fitzgerald, Student Commissioner Taylor Harris, and Student Commissioner Grace Johnson

Others present: Executive Director Deanna Watson, Ada County Deputy Attorney Ted Argyle, Ada County Deputy Attorney Ammon Taylor, Construction Manager Ben Duke, Deputy City Attorney Rob McQuade (via teleconference)

Commissioner Rock moved to amend and reorder the agenda to put Executive Session as the first order of business. The good faith reason for amending the agenda was that an executive session discussion was necessary before items listed in New Business could be acted upon. This was not clarified at the time of the agenda's posting. Commissioner Ashton seconded. The motion passed by unanimous voice vote.

EXECUTIVE SESSION

A motion was made by Vice Chairman Rock to enter into Executive Session at 2:06 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. Commissioner Ashton seconded the motion.

At 2:06 p.m. a roll-call vote was taken:

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

The motion passed by a roll call vote.

EXECUTIVE SESSION ADJOURNMENT

Commissioner Ashton moved to leave Executive Session at 2:30 p.m. Vice Chairman Rock seconded the motion. The motion passed unanimously by voice vote.

The Executive Session was adjourned at 2:30 p.m.

New Business

I. Consideration and acceptance of the qualification ranking recommendations of proposals for architectural services for the Orchard Street property.

Construction Manager Ben Duke presented the overview of the RFQ process concluding with the input from the working group and leading to the staff recommendation of the choice of CSHQA as the selection of Architect for the Orchard Street project.

Vice Chairman Rock moved for approval of the staff recommendation of CSHQA as the selection of Architect. Commissioner Legarreta seconded. The motion passed by a unanimous voice vote.

Vice Chairman Rock moved for setting the top three proposers as the Housing Authority Short List for future projects under the Procurement Policy threshold. These three are: 1. CSHQA, 2. Hummel Architects, and 3. Erstad Architects. The motion was seconded by Commissioner Ashton. The motion was passed by a unanimous voice vote.

II. Consideration and acceptance of the qualification ranking recommendations of proposals for surveyor services for the Orchard Street property.

Ben Duke presented the overview of the process for selecting surveyor services. A submittal from Fox Land Surveyors was the only proposal received. The firm has 20 years of experience. The proposal met the requirements of the solicitation and Fox is on the approved list for Ada County. With those considerations in mind, staff recommended the selection of Fox Surveyors.

Vice Chairman Rock moved to approve Fox Surveyors for surveyor services for the Orchard Street project. Commissioner Ashton seconded the motion.

Vice Chairman Rock amended his motion to include adding Fox Surveyors to the agency's short list of Surveyors. Commissioner Ashton agreed and seconded the motion. The amendment passed unanimously by a voice vote.

The motion as amended passed unanimously by a voice vote.

Staff was instructed to move forward with negotiations on price with both CSHQA and Fox Land Surveyors.


Chairman Guglielmetti reminded the Board of the January 3, 2018 Special Board Meeting to approve contracts for the Architectural and Land Surveyor, and to receive updates on the progress for environmental and appraisal services.

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

The meeting was adjourned at 2:49 p.m.

Respectfully submitted,


Deanna L. Watson, Executive Director


Raquel Guglielmetti, Chairman